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PRELIMINARY



INVENTORIES

Number 90

RECORDS OF THE  
UNITED STATES ANTARCTIC SERVICE

Compiled by Charles E. Dewing and Laura E. Kelsay

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1955





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
UNITED STATES ANTARCTIC SERVICE

(Record Group 126)

Compiled by Charles E. Dewing and Laura E. Kelsay



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National Archives Publication No. 56-8



## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 270-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 4,700 rolls of this microfilm, described in the List of National Archives Microfilm Publications (1953), are now available for purchase.



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## INTRODUCTION

The origins of the United States Antarctic Service, 1939-43, which carried out the official Antarctic expedition of 1939-41, are documented in widely scattered official and private papers that have been but partially surveyed and studied. Any full presentation of the background will have to await further research. Only a brief statement of some of the factors involved is necessary or possible here.

Rear Adm. Richard E. Byrd, USN (Retired), had led two successful and much publicized expeditions to Antarctica in 1928-30 and 1933-35. Largely as a result of these two expeditions, public awareness of Antarctica was in 1938-39 at a relatively high level, scientists showed an increasing interest in Antarctic problems, and Government policymakers had proof of the feasibility of such a project as that ultimately carried out by the United States Antarctic Service. Not the least accomplishment of the two Byrd expeditions was the development of a nucleus of personnel, experienced in polar survival and research techniques and actively interested in an Antarctic expedition.

It is apparent from official and newspaper sources that before the end of 1938 Admiral Byrd was definitely planning a third Antarctic expedition under private auspices, to leave sometime in 1939. Even as late as June 1939 when legislative approval was still in doubt, an Interior Department official stated that Admiral Byrd "is planning to go South whether the Government expedition is authorized or not."<sup>1</sup>

Early in 1938 two former members of the Second Byrd Antarctic Expedition, Richard B. Black and Finn Ronne, also were actively promoting an Antarctic expedition. Black was at this time an official of the Division of Territories and Island Possessions in the Department of the Interior. In May 1938 he submitted to Dr. Ernest Gruening, Director of the Division, a lengthy report on Antarctic interests of the Government. In subsequent months Dr. Gruening, and perhaps other Interior Department officials, consulted with the State Department concerning these matters.

The State Department evidently brought Antarctic problems to the attention of the President, for on January 7, 1939, the President in a memorandum to the Secretary of State expressed approval of cooperative planning on the subject by the State, War, and Navy Departments and suggested including the Interior Department in the planning group.<sup>2</sup> He suggested the feasibility of annual colonization "at Little America and at the region South of the Cape of Good Hope," the colonists to be evacuated each Antarctic autumn "when it begins to get dark." He further proposed that Adm. Richard E. Byrd and Lincoln Ellsworth should be consulted on estimates of cost. No evidence has been noted, however, of any contacts with Ellsworth in connection with the project.

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<sup>1</sup>Records of the Division of Territories and Island Possessions, RG 126, File No. 9-13-2, Administrative, General.

<sup>2</sup>RG 126, File No. 9-13-2, Administrative, General.



President Roosevelt took a lively interest in the proposed expedition. In part, this was probably because of his official responsibilities in the field of global strategy, but it may also have been because of his personal interests in naval affairs and his acquaintance with Admiral Byrd. There is evidence in the records that Admiral Byrd had direct access to the White House, especially in 1938-39 during the preliminary planning for the expedition. The President's interest is documented by a few letters and memoranda (chiefly copies) addressed to Admiral Byrd.

As a result of the President's memorandum of January 7, the Secretary of State on January 13, 1939, invited the Secretaries of War, the Navy, the Treasury, and the Interior to appoint representatives to serve on a committee to study certain Antarctic problems. A period of intensive consultation followed, out of which evolved an Executive Committee, which came into semi-formal existence on or before July 27, 1939. On November 25, 1939, the President formalized the Executive Committee and made it the directing body of the United States Antarctic Service (hereafter referred to as "USAS"). Departments represented on the committee remained constant, but individual representation varied considerably, as follows: Navy, Capt. (later Rear Adm.) C. C. Hartigan; Coast Guard, Rear Adm. R. R. Waesche, and Comdr. E. G. Rose; State Department, Hugh S. Cumming, Jr.; Interior Department, Ernest Gruening, Ruth Hampton, R. A. Kleindienst, Paul W. Gordon, Rupert Emerson, and Guy J. Swope. Admiral Byrd was a member ex officio in his capacity as Commanding Officer, USAS. The Executive Secretary of the committee was Lt. Comdr. (later Comdr.) R. A. J. English, USN, until February 1942, when he was succeeded by J. E. MacDonald, who served concurrently as Administrative Assistant to the Commanding Officer, USAS.

During its active existence the Executive Committee held regular monthly meetings, plus special meetings as required. After the preliminary planning phase, ending early in 1940, State Department participation in the direction of the USAS practically ceased. The last committee meeting for which minutes are available was held November 4, 1941. After this date the functions of the committee appear to have been performed by the Executive Secretary, with the advice and consent of committee members when needed.

Preparations for the Antarctic expedition were complicated by shortage of time. Diplomatic and climatic considerations made it highly desirable for the ships to reach Antarctica early in the Southern Hemisphere summer of December 1939-February 1940. Yet, only in January 1939 had the President officially approved the planning of the project. The first appropriation for planning, a mere \$10,000, was contained in a vaguely worded paragraph in the Second Deficiency Appropriation Act, approved May 2, 1939 (53 Stat. 627). For a brief period thoughts were entertained of postponing the expedition until the following year. Funds for outfitting and operating the expedition were assured when the Urgent Deficiency and Supplemental Appropriation Act was approved on June 30, 1939 (53 Stat. 980). It contained an item of \$340,000 for expenses "in the investigation and survey



of natural resources of the land and sea areas of the Antarctic regions." Only a few months remained before the vessels would have to be on their way.

Almost from the start, Admiral Byrd was the central figure around whom the USAS developed. From the time he was called into consultation late in 1938 by the State Department, no other person was considered for the position of leader of the expedition. Although he was not formally designated Commanding Officer by the President until July 7, 1939, Admiral Byrd took the President's memorandum of January 7, 1939, as the signal for active preparations for the expedition. In cooperation with the Executive Committee and other Government agencies, Admiral Byrd promptly began operational planning, recruitment of personnel, and procurement of supplies. As assistants, he mobilized a small group of experienced Antarctic hands, members of previous Byrd expeditions, including R. A. J. English, P. A. Siple, R. B. Black, F. A. Wade, and F. Ronne. A field headquarters and supply depot was set up at the Boston Navy Yard under Siple soon after Government funds became available in July 1939.

The USAS was an official agency of the Federal Government. It occupied a position in the hierarchy of the Executive branch duly designated by the President and it spent funds appropriated by Congress. Nevertheless, the USAS benefited greatly by contributions from nongovernmental sources: key members of the scientific and operating staff volunteered for duty at nominal rates of pay, and private manufacturers furnished large quantities of supplies to the expedition free or at reduced prices. The most important nongovernmental source of supply was Admiral Byrd himself, who besides making other contributions sold to the Government for one dollar the SS. Bear of Oakland, his private property, which the Navy commissioned for duty with the USAS. These nongovernmental aspects of recruitment and procurement were crucially important but were also a source of some ambiguity and confusion in USAS operations.

On November 25, 1939, the President issued an order to Admiral Byrd setting forth in considerable detail the objectives and policy of the USAS. This order can be considered the organic directive for the USAS. It gathers together into one document a series of decisions and plans that had been worked out over the period from January to November 1939. A copy of this order appears as appendix I.

It should be noted that this order was issued while the two expeditionary vessels were en route to Antarctica. The records show that the Executive Secretary circulated a preliminary draft of the order to Executive Committee members on or before November 15, 1939. At a committee meeting on November 22, with Admiral Byrd in attendance, final revisions were made in the order; and H. S. Cumming took responsibility for submitting it via State Department channels to the President for signature. The U. S. M. S. North Star had meanwhile sailed from Boston on November 15 and transited the Panama Canal, and on November 30 it sailed from Balboa, Canal Zone, for Dunedin, New Zealand. The U. S. S. Bear sailed



from Boston on November 22 and cleared Balboa on December 6. The available records fail to show exactly when USAS expeditionary personnel were first made aware of the President's order of November 25, but the available evidence indicates that it was after the North Star had cleared Balboa for Dunedin on November 30. It appears that Admiral Byrd did not receive an official signed copy of the order until shortly before he boarded the North Star at Balboa on November 30. Apparently personnel on the Bear learned the contents of the order by radio at the same time as those on the North Star.

The ninth section of the President's order created major administrative problems for the USAS. "Paragraph Nine," as it came to be called by USAS personnel, concerns security of information. Although it conforms to regular Government policy, Paragraph Nine became a problem because of a special situation, which can be summarized as follows: (a) Many key members of the scientific staff were volunteers, serving for nominal pay, with the expectation of carrying out research projects and publishing the results through regular scientific channels; (b) certain individuals, notably an artist and a photographer, volunteered for service with the expectation of being able to exploit financially their membership in the expedition; (c) for various reasons, including lack of time and the complicated interdepartmental structure of the Executive Committee, the order containing Paragraph Nine was not promulgated to the members of the expedition until after the North Star had cleared Balboa for Dunedin, thus making voluntary withdrawal from the expedition practically prohibitive.

Paragraph Nine placed sweeping and stringent restrictions on personal as well as official records of the expedition. Expedition members were directed to surrender to the Government "all journals, diaries, memoranda, remarks, writings, charts, drawings, sketches, paintings, photographs, films, plates, as well as all specimens of every kind. . . . Such articles may be returned to the person concerned, or not, at the option of the Executive Committee . . ."

The administrative problems of carrying out Paragraph Nine were formidable, notably with respect to photographic records. The USAS was terminated in an emergency manner because of World War II and other causes. Under such circumstances the meticulous administrative task made necessary by Paragraph Nine became extremely difficult to carry out. Various gaps in the official documentation of USAS can be attributed largely to Paragraph Nine and its consequences. This is particularly evident with respect to the reports of scientific and technical investigations, and the logs of field operations (see entry 9). It is interesting that the sections of Paragraph Nine that created the most difficulty, namely (c) and (e), were closely paraphrased from the letter of instructions addressed to Lt. Charles Wilkes, USN, Commanding Officer of the United States Exploring Expedition of 1838-42.<sup>3</sup>

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<sup>3</sup>RG 45, Naval Records Collection of the Office of Naval Records and Library, Letters to Officers, Ships of War, vol. 25, p. 411-412.



The USAS was an interdepartmental project. The consequent necessity of cooperation between departments, bureaus, and other agencies complicated USAS policymaking and operations. On May 29, 1940, Secretary of the Interior Harold L. Ickes discussed this situation in a letter to the President, as follows:<sup>4</sup>

As the situation now stands, although this Department has full responsibility for the expenditure of the appropriations, it has no authority whatever over the administration of the project. . . .

Upon practical analysis it is revealed that the Department of the Navy is vested with complete authority for the administration of the United States Antarctic Service. . . .

In the circumstances, I strongly recommend that any future appropriations for the United States Antarctic Service be made to the Department of the Navy. . . .

On June 8, 1940, the President replied to Secretary Ickes that the change "would not be desirable at present." Although Secretary Ickes may have overdrawn the inability of the Interior Department to control USAS expenditures, his analysis of the relative roles played by the Navy and Interior Departments in USAS affairs seems essentially accurate.

The two USAS expeditionary vessels sailed from Boston on November 15 and 22, 1939, and arrived January 12 and 14, 1940, at the site of West Base, Bay of Whales, Antarctica. The U. S. S. Bear made an exploratory cruise from January 19 to March 3, ending at the site of East Base, Palmer Peninsula, Antarctica. The U. S. M. S. North Star left West Base on January 24, proceeded to Valparaiso, Chile, to pick up supplies, and then headed for the East Base site, arriving March 5. Both vessels departed from East Base for the United States on March 21, 1940.

During the Antarctic winter an appropriation to the Interior Department of \$171,000 for continuing USAS expenses into the fiscal year 1941 was enacted by Congress and approved June 27, 1940 (54 Stat. 628).

The Bear and North Star arrived back at West Base on January 10 and 24, 1941, respectively. Having evacuated West Base, both ships left February 1 and met at Adelaide Island on February 24 for the purpose of evacuating East Base. Ice conditions caused delay, and on March 19 the North Star was sent to Punta Arenas, Chile, to refuel and reprovision, in case prolonged operations in Antarctic waters should become necessary. This proved not to be the case, however, and the North Star proceeded north from Punta Arenas, arriving at Boston on May 5. The North Star was detached from the USAS and taken over by the Coast Guard on May 14, 1941.

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<sup>4</sup>RG 126, File No. 9-13-2, Administrative, General.



On March 22, 1941, an emergency evacuation by air was made from East Base to the Bear, which was anchored at Mikkelson Island. The next day the Bear sailed for the United States via Punta Arenas, arriving at Boston on May 18. The Bear was detached from the USAS and placed on special duty under the Commanding Officer, United States Atlantic Fleet, on June 2, 1941.

With the arrival of the North Star and Bear at Boston, the expeditionary phase of the USAS came to an end. Most of the personnel were hurriedly demobilized. Borrowed equipment was returned to the lending agencies, and other materiel was transferred to Government agencies. The most important remaining function of the USAS was the preparation of reports and maps. A congressional appropriation (55 Stat. 303) of \$19,610, plus the unexpended balance of the 1941 appropriation, for this purpose was approved June 28, 1941. A final appropriation (56 Stat. 593) not to exceed \$30,000 from the unexpended balance of the 1942 appropriation, was approved July 2, 1942. On the expiration date of this appropriation, June 30, 1943, the USAS ceased to operate.

The records described in this inventory comprise all those of the United States Antarctic Service that were in the custody of the National Archives on July 1, 1955. They amount to 64 cubic feet (22 cubic feet of textual material; 4 cubic feet of cartographic material; 12 cubic feet of motion pictures; and 26 cubic feet of still picture prints and negatives). They were accessioned chiefly from the Division of Territories and Island Possessions, Department of the Interior, and are maintained as a subgroup within Record Group 126, Records of the Division of Territories and Island Possessions.

Other records are known to remain in the hands of former expedition members, many of whom are still in Government service. An official "History of the Service," as contemplated by paragraph 9(f) of the President's order of November 25, 1939, was never prepared, nor were the scientific results brought together and edited by the Executive Committee in cooperation with the National Academy of Sciences, as was directed in the same paragraph. Wartime assignments and pressures presumably scattered the personnel before data could be studied and reports put in final form. The records described in this inventory include preliminary studies, drafts of reports, manuscripts approved for publication together with reprints of the published versions, and often complete but unpublished manuscripts, all of which are listed in an appendix. In addition, there are records of original observations and compilations of data that have not been fully exploited.

Records relating to the USAS presumably exist in the files of many cooperating agencies; most of these files have not as yet because of their recent date been transferred to the National Archives. The Interior, Navy, State, and Treasury Departments were represented on the Executive Committee, detailed personnel to the project, furnished supplies and equipment, and gave information and advice. In addition to records of the departments themselves, records documenting this service are presumably among the records



of the Bureau of Aeronautics, the Biological Survey, the Coast and Geodetic Survey, the Coast Guard, the Bureau of Fisheries, the General Land Office, the Hydrographic Office, the Office of Indian Affairs, the National Bureau of Standards, and the Weather Bureau. The National Academy of Sciences and the Smithsonian Institution were cooperating Government agencies of independent status. Among private organizations aiding the JSAS were the Armour Institute of Technology, the Bartol Research Foundation, the Carnegie Institution of Washington, various universities, and business firms.

There is already in the National Archives one important body of records that closely supplements the files of the USAS itself. This is a section (12 cubic feet) of the central classified files of the Division of Territories and Island Possessions, the Interior Department unit to which the USAS was attached for administrative purposes. These records also form a part of Record Group 126. Smaller quantities of records concerning cooperation by the Navy Department are in the National Archives among the records of the Office of the Secretary of the Navy (RG 80), the records of the Chief of Naval Operations (RG 38), and the records of the Hydrographic Office (RG 37). Some pertinent material is to be found also in the records of the United States Coast Guard (RG 26).

Bibliography of the USAS is covered in the following publication: U. S. Naval Photographic Interpretation Center, Antarctic Bibliography (Washington, 1951. vi, 147 p. NAVAER 10-35-591). This work is devoted primarily to published material but also lists unpublished maps, charts, motion pictures, and still photographs.

This preliminary inventory of the records of the Antarctic Service was compiled by two members of the staff of the National Archives: entries 1-19 of the inventory and appendixes II-VI by Charles E. Dewing, and entries 20-22 and appendix VII by Laura E. Kelsay.





## RECORDS OF THE UNITED STATES ANTARCTIC SERVICE

OFFICE FILE OF LT. COMDR. R. A. J. ENGLISH, EXECUTIVE SECRETARY, EXECUTIVE COMMITTEE. 1939-41. 1 ft. 1

The Executive Committee exercised general supervision over the USAS. Commander English's file consists of correspondence, reports, and other papers relating to the administration and operations of the Antarctic Service. Arranged alphabetically by subject and thereunder chronologically. A complete list of subject headings in this file appears as appendix II.

GENERAL FILE I. 1939-42. 2 ft. 2

Correspondence, memoranda, reports, publications, and other papers relating to the organization, functions, policies, and operations of the USAS. Included are minutes of meetings of the Executive Committee, copies of orders to the Commanding Officer, and records pertaining to such matters as finance, communications, transportation, personnel, procurement, demobilization, and the disposal of equipment. Arranged alphabetically by subject and thereunder chronologically.

It appears that this file was started in the Boston office of the expedition. No other differentiation between this and general file II (entry 3) has been established. For all general subjects it is desirable to consult both. A complete list of subject headings in this file appears as appendix III.

GENERAL FILE II. 1939-43. 3 ft. 3

Correspondence, reports, memoranda, inventories of supplies and equipment, press releases, and other papers concerning most aspects of USAS planning and operations. Arranged alphabetically by subject and thereunder chronologically.

A few records in this file, such as base bulletins, lists of personnel attending navigation classes, and lists of equipment prepared aboard the U. S. M. S. North Star, apparently originated in the ice party. Included also is a copy of the "Record of Proceedings of a Survey Board convened on Board the U.S.S. Bear" by the Commanding Officer "to pass upon the practicability of the evacuation of all material purchased with funds appropriated to the USAS." For all general subjects it is desirable to consult both this and the preceding file (entry 2). A complete list of subject headings in this file appears as appendix IV.

SPECIAL SUBJECT FILES. 1939-42. 1 ft. 4

Correspondence, memoranda, and other papers concerning certain matters of special importance to the USAS. Arranged alphabetically by subject and thereunder chronologically.

Among the subjects covered are the snow cruiser, an experimental vehicle financed, constructed, and lent to the USAS by the Research Foundation of the Armour Institute of Technology; "Paragraph Nine" of the President's order of November 25, 1939, concerning custody of photographs, diaries, notes, and reports prepared by members of the USAS and restrictions on the release of such materials; and radio broadcasts and radio-photographic



transmission. Included also are correspondence and memoranda between Rear Adm. Richard E. Byrd, J. E. MacDonald, his Administrative Assistant, and R. A. J. English, Executive Secretary of the Executive Committee.

COPIES OF OUTGOING CORRESPONDENCE OF THE ADMINISTRATIVE ASSISTANT.

Jan. 5, 1942-June 30, 1943. 4 in.

This "reading file" was apparently started by J. E. MacDonald (Jan.- June 1942) and continued by his successor, H. P. Gilmour. Arranged chronologically. 5

RADIOGRAMS. 1940-41. 2 ft.

A fragmentary file, consisting largely of personal and nonofficial radiograms, transmitted through officially approved channels, to and from Antarctica or between the East and West Bases. A few official radiograms are also included. Arranged roughly according to transmitting channels and thereunder chronologically. 6

APPROPRIATION FILE. 1939-40. 5 in.

Printed congressional committee hearings, incidental notes, memoranda, correspondence, and other materials relating largely to the USAS appropriation for the fiscal year 1941. Unarranged. 7

Included are statements of Commander English and John E. MacDonald to the House Committee on Appropriations (dated Jan. 31, 1940), preliminary lists of contributions to the expedition, lists of materials loaned to the expedition by Admiral Byrd, and a copy of the "Recommendation on Compilation of Scientific Reports."

INFORMATION FILE. 1939-42. 2 ft.

Press releases (in processed and typed form), correspondence, memoranda, and radiograms concerning the USAS information program and related matters. Included also are cards containing bibliographical references or notations on various subjects. Arranged alphabetically by subject and thereunder chronologically. 8

This file was apparently compiled by Roger Hawthorne, Official Recorder of the USAS. Many of the folders do not contain any quantity of significant materials; the cards are the only records in some of them. A complete list of the subject headings in this file appears as appendix V.

SCIENTIFIC AND TECHNICAL REPORTS, LOGS, AND RELATED MATERIAL. 1939-43. 8 ft.

Reports on scientific and technical research, operational reports, logs, journals, working papers, and incidental correspondence. Arranged alphabetically by name of author and thereunder by subject. 9

These records reflect the great variety and scope of USAS research programs, but much scientific and technical activity remains undocumented in the official records of USAS. This situation can be attributed to two basic causes: (1) The impact of World War II, which caused the hasty demobilization of personnel and the drastic curtailment of the editorial and publication program; and (2) the difficulty encountered in implementing "Paragraph Nine" of the President's order of November 25, 1939. An annotated,



complete list of the reports, logs, and related records, arranged alphabetically by name of author, appears as appendix VI. It is followed by a subject index.

SUPPLY AND FISCAL CORRESPONDENCE. 1939-42. 9 in. 10

Correspondence, memoranda, financial statements, requisitions, and other papers concerning procurement of supplies and equipment and fiscal administration. Arranged alphabetically by subject and thereunder chronologically.

This file was apparently compiled in the office of P. A. Siple, who served as Technical Supervisor of Equipment before the departure of the expedition from Boston in 1939. Additional records were placed in this file subsequently by Siple and others. Included are correspondence with W. B. Fry, Purchasing Officer, Department of the Interior, and with Ernest Gruening and Ruth Hampton, Director and Assistant Director, respectively, of the Division of Territories and Island Possessions; a manifest of items obtained through Department of Interior purchase orders; and lists of clothing supplies.

CLASSIFIED REQUISITION FILE. 1939. 1 ft. 11

Copies of requisitions, purchase orders, and related correspondence concerning procurement of USAS materials. These requisitions were issued by the Division of Territories and Island Possessions of the Department of the Interior and were addressed to the Chief Clerk of the Department. Arranged according to a subject classification scheme in which letters of the alphabet were used as symbols for various categories of supplies. Within each subject the records are arranged chronologically. An unclassified group of requisitions follows the classified series.

CONTRACTS. 1939. 7 in. 12

Copies of approved contracts for the purchase of USAS supplies and equipment, recorded on standard US Government forms (SF 33 Rev., Invitation, Bid and Acceptance). Unarranged, but roughly in chronological order.

PURCHASE ORDERS. 1939. 2 in. 13

Copies of orders for open-market purchases, issued by the Department of the Interior Purchasing Office. Arranged numerically (Nos. 200-599).

VOUCHERS. 1939. 4 in. 14

Copies of vouchers (SF 1034a and related forms) for both contract and open-market purchases of various types of equipment and supplies. Included also are copies of instructions for loading operations and daily loading sheets. Arranged alphabetically by subject and thereunder chronologically.

CARD INDEX OF PERSONNEL. n.d. 1 in. 15

Shows name, position, next of kin, and various personal details, such as date and place of birth, educational and vocational histories, memberships in scholarly or other associations, and previous exploring experience. Arranged primarily according to assignment, as follows: West Base, East Base, Snow Cruiser, and United States (i.e., personnel making the voyage south who did not remain on the ice over the winter). Within each group the arrangement is alphabetical.



This index is incomplete. In particular, it does not cover ships' crews or USAS employees whose service was entirely within the United States, and the data furnished on the cards are sometimes fragmentary. More complete information on USAS personnel is often provided by the personnel lists included among the records described in entry 16.

PERSONNEL DATA FILE. 1939-43. 1 ft. 16

Correspondence, memoranda, and other papers concerning personnel matters in general, and individual members of the USAS. Folders concerning individuals are arranged alphabetically by name and thereunder chronologically. Four folders of a general nature precede the individual name folders as follows: (1) Personnel, general; (2) Personnel lists; (3) Service personnel (Armed Forces); and (4) U. S. M. S. North Star personnel.

Personnel of the ship crews are not covered individually. The name folders included in this file were compiled in USAS primarily for internal administrative use. Official personnel folders were maintained in the Office of the Secretary of the Interior for civilians, and in the War or Navy Departments for Armed Forces personnel.

CARD INDEX OF OFFICE EQUIPMENT. n.d. 1 in. 17

Shows item number, standard catalog listing, unit, estimated price, and quantities allocated to East Base, West Base, the radio installation at each base, Bear, North Star, snow cruiser, and total. This index was apparently compiled by Roger Hawthorne, USAS Recorder. Arranged alphabetically by name of item.

### Pictorial Records

PHOTOGRAPHIC PRINTS AND NEGATIVES. 1939-42. 35 ft. 18

Photographs and corresponding film negatives, transparencies, and aerial mapping film of the USAS made on board the U. S. S. Bear, and at East Base, West Base, and Little America II. They show personnel of the expedition, trail parties, work on scientific projects, explorations, dog sleds, penguins, seals, icebergs, the snow cruiser and airplanes, and results of tests made on equipment and clothing used in the Antarctic.

MOTION PICTURE FILMS. 1939-41. 100 reels. 19

Silent, 16- and 35-mm. black and white, and color motion picture films relating to the Antarctic expedition. Included are films showing supplies being loaded on the North Star and Bear at Boston; the North Star and Bear passing through the Panama Canal; views of Pitcairn scenery and habitation; scenes of icebergs, whales, seals, and penguins; shots of a camp near Rockefeller Mountains; unloading of supplies at Little America (West Base); dogs pulling supply sleds; snow storm and blizzard scenes; scientific laboratory and machine shop views; and general scenes of camp life at Little America.

### Cartographic Records

A descriptive list of the maps covered by the following three entries appears as appendix VII.



GENERAL RECORDS. 1939. 2 items.

20

A small-scale printed map of Antarctica and a photoprocessed chart pertaining to the basic communication plan for the bases and outposts established during the expedition.

EAST BASE RECORDS. 1939-41. 17 items.

21

Manuscript, annotated printed, and annotated photoprocessed maps on various scales, several of which were prepared in the field by members of the East Base, Palmer Peninsula, party of the expedition. Some of the maps are finished drawings by J. Glenn Dyer, cadastral engineer; Finn Ronne, transportation engineer; D. C. Hilton, surveyor; and Leonard M. Berlin, cadastral engineer, all members of the expedition. These maps show place names, elevations, triangulation points, terrain, topographic features, magnetic variations, sledging routes, plane flight lines, survey stations, harbors, landing beaches, tractor trails, and the location of buildings, food and fuel caches, and the central radio antenna tower, and include other information pertaining to the area.

WEST BASE RECORDS. 1939-42. 12 items.

22

Manuscript, annotated printed, and annotated photoprocessed maps on various scales, a few of which were prepared in the field by members of the West Base, Little America III, party of the expedition. Most of the maps were plotted and drawn at Syracuse University by Raymond A. Butler, United States Antarctic Service cartographer, from maps compiled by the American Geographical Society of New York and the United States Hydrographic Office and from plottings made by Paul A. Siple, West Base leader, and information obtained from other members of the party. These maps show place names, triangulation stations, elevations, topographic features, geology, glaciers, crevasses, pressure ridges, plane flight lines, sledge and trail routes, routes of the U. S. S. Bear and the U. S. M. S. North Star, and the location of quarters and installations at West Base.





APPENDIX I

PRESIDENT ROOSEVELT'S ORDER OF NOVEMBER 25, 1939, TO ADMIRAL BYRD

November 25, 1939.

My dear Admiral Byrd:

1. By the Second Deficiency Appropriation act, Fiscal Year 1939, approved May 2, 1939, and the Urgent Deficiency and Supplemental Appropriation Act, Fiscal Years 1939 and 1940, approved June 30, 1939, the Congress has made available to the Department of the Interior, under the heading "Expenses, Division of Territories and Island Possessions", a total of \$350,000 for an "investigation and survey of natural resources of the land and sea areas of the Antarctic regions".

2. I have designated the organization of the Government activities in the Antarctic undertaken in pursuance of the foregoing Congressional authorization as The United States Antarctic Service.

3. By letters dated July 7, 1939, I requested the Secretaries of State, the Treasury, the Navy, and the Interior each to designate a representative to form a Committee for the purpose of organizing, directing, and coordinating the conduct of the investigation authorized by the Congress. This Committee is designated the Executive Committee of The United States Antarctic Service. It shall have authority to appoint an Executive Secretary, who shall perform such duties as may be assigned to him by the Committee.

4. Because of your experience and brilliant achievements in polar exploration and because of the confidence which the people of the United States have in you and in your qualities of leadership, I have designated you Commanding Officer of The United States Antarctic Service and an ex-officio member of the Executive Committee.

5. (a) I have directed all Departments and Agencies of the Government to cooperate with you as far as practicable in furthering the purposes of the investigation authorized by Congress. In pursuance of this request the Secretary of the Interior has made available the U.S.M.S. North Star.

(b) Under the authority given him by the Third Deficiency Act, Fiscal Year 1939, approved August 9, 1939, the Secretary of the Navy has chartered and placed in commission the U.S.S. Bear.

(c) The Executive Committee has authorized, under certain conditions, the operation and control by the Service of a privately constructed snow cruiser.

(d) The foregoing vessels, and the snow cruiser, together with the personnel which has been made available by the several Government



Departments and Agencies are hereby placed under your command as Commanding Officer of The United States Antarctic Service. The performance of your duties will involve flying.

6. When in all respects ready for sea, you will proceed to the Antarctic by routes chosen by you and there establish two continental bases, to be known as (a) East Base, and (b) West Base.

(a) It is desired that the East Base be established in the vicinity of Charcot Island or Alexander I. Land; in the event that a suitable site in those areas cannot be reached by ship or by ship based parties, alternative sites on the shores of Marguerite Bay should be investigated.

(b) It is desired that the West Base be established on the East Shore of the Ross Sea in the vicinity of King Edward VII Land; in the event that this area cannot be reached by ship, or a base established without undue hazard, an alternative site in the Bay of Whales at or near Little America should be investigated.

(c) The principal objective in the field is the delineation of the continental coast line between the meridians  $72^{\circ}\text{W.}$ , and  $148^{\circ}\text{W.}$ , and the consolidation of the geographical features of Hearst Land, James W. Ellsworth Land, and Marie Byrd Land. It is desired that long range aerial flights equipped with mapping cameras, consolidate these areas; if practicable, supply caches to extend the cruising range of the planes should be established. Flights in this area should be made from the U.S.S. Bear, if practicable, and such flights so far as possible should be planned to supplement previous flights which have been made along the 75th, 101st, 116th, 134th, 150th, and 152nd meridians of West Longitude.

(d) Secondary geographical objectives are the delineation of the unknown west coast of the Weddell Sea between Cape Eielson and Luitpold Coast, and the determination of the eastern extremity of the Queen Maud Range and the William Horlick Mountains and their relationship to the Sentinel Range.

It is desired that you investigate by air the area in the vicinity of the South Magnetic Pole and the unknown areas between the Weddell Sea and the South Pole.

(e) The scientific program outlined by the National Research Council of the National Academy of Sciences shall form the basis for the scientific efforts at the bases. It is desired that the Antarctic Service cooperate fully with the Argentine Meteorological Station at Laurie Island and the Chilean Government Meteorological Service in the exchange of meteorological and similar data. It is desired that one of the vessels determine the extent of Pactolus Bank, located in Latitude  $56^{\circ}28' \text{ S.}$ , Longitude  $74^{\circ}20' \text{ W.}$



(f) The United States has never recognized any claims of sovereignty over territory in the Antarctic regions asserted by any foreign state. No member of the United States Antarctic Service shall take any action or make any statements tending to compromise this position.

Members of the Service may take any appropriate steps such as dropping written claims from airplanes, depositing such writing in cairns, et cetera, which might assist in supporting a sovereignty claim by the United States Government. Careful record shall be kept of the circumstances surrounding each such act. No public announcement of such act shall, however, be made without specific authority in each case from the Secretary of State.

(g) In the prosecution of the foregoing objective you will necessarily face situations which cannot be anticipated, and which may require independent action. In such emergencies your own judgment and discretion should be freely exercised to meet any situation so as to further the mission of the Antarctic Service.

(h) Upon the completion of your duties in the Antarctic during the spring of 1940 you will return to the United States, as your presence in this country at that time is essential for other duties in connection with the administration of The United States Antarctic Service.

7. The Commanding Officer shall be responsible for the correlation of the field operations and the performance of the Base Leaders. He shall require that the Executive Committee be kept informed of all field operations and the progress being made in accomplishing the objectives of the service. In this connection any plans for operations beyond the limits defined above, shall be referred to the Executive Committee for approval.

8. (a) The communication system of the Antarctic Service is an integral part of the Naval Communication System, as outlined in separate correspondence by the Chief of Naval Operations, and is governed by the U. S. Navy Communication Instructions. In this connection, those circuits authorized by the Interdepartment Radio Advisory Committee, the U. S. Army, and the Federal Communication Commission are restricted to the specific use intended and by their respective governing regulations.

(b) All official radio traffic to the United States will, therefore, be over Navy channels and shall be cleared through the Executive Committee. All releases, such as press, photographs, and motion pictures, shall be made through the Executive Committee, which shall also pass upon all radio broadcasting arrangements.

9. (a) You will direct Base Leaders and members of the Scientific Staff of the Service to maintain journals of the progress of the Service, and enter thereon events, observations, and remarks.

(b) You will prohibit all those under your command from furnishing any person not belonging to the Antarctic Service with copies of any



journal, diary, chart, plan, memorandum, specimen, drawing, painting, photograph, film, plate, or information of any kind, which has reference to the object, progress, or proceedings of the Antarctic Service.

(c) As it is highly important that no journal or narrative of the enterprise, either partial or complete, should be published, without the authority and under the supervision of the Government of the United States, at whose expense this Service is undertaken, you will, before they reach the first port north of the Antarctic regions, require from every person under your command the surrender of all journals, diaries, memoranda, remarks, writings, charts, drawings, sketches, paintings, photographs, films, plates, as well as all specimens of every kind, collected or prepared during their absence from the United States.

(d) Such articles may be returned to the person concerned, or not, at the option of the Executive Committee; but such writer, in the published records, shall receive credit for such part or parts of his material as may be used in said records.

(e) After causing correct inventories of these to be made and signed by two responsible Service representatives and by the parties by whom they were collected or prepared, you will cause them to be carefully sealed by the said Service representatives and reserved for such disposition as the Executive Committee may direct.

(f) You will transmit your own journals and records, together with those enumerated above for such disposition as may be directed. The History of the Service will be prepared by yourself, from all journals and records of the Service, under the supervision of the Executive Committee. The records of the scientific results will be prepared, supervised, and edited under arrangements to be made by the Executive Committee with the National Academy of Sciences.

10. You will work out, with the Executive Committee, all necessary plans for the relief of the continental bases next season, or for the evacuation of those parties in the event that the Service is not a continuing project.

11. This undertaking is one which necessarily attracts the attention of the world, and I am sure that you leave the shores of the United States with the heartfelt wishes of our people for the success of the enterprise, and the safe return of yourself and your companions.

12. You will bring these instructions to the attention of every person under your command, but you will give them no other publicity until authorized to do so by the Executive Committee.

Very sincerely yours,

(Signed) FRANKLIN D. ROOSEVELT

Rear Admiral

Richard E. Byrd, U. S. N.

Commanding Officer

The United States Antarctic Service



## APPENDIX II

### LIST OF SUBJECT HEADINGS, OFFICE FILE OF LT. COMDR. R. A. J. ENGLISH, EXECUTIVE SECRETARY, EXECUTIVE COMMITTEE (ENTRY 1)

Armour Institute. July 5-Nov. 29, 1940.

The Research Foundation of the Armour Institute of Technology financed, constructed, and lent to USAS an experimental vehicle known as the snow cruiser.

Aviation. Aug. 29-Oct. 30, 1939.

Concerns procurement, modification, and equipment of aircraft.

Broadcasts. May 6, 1940-Feb. 3, 1941.

Concerns nonofficial radio communication channels, chiefly via the General Electric Co. Station, WGEO, Schenectady, N. Y.

Cartographic work. June 14-Nov. 19, 1941.

Concerns USAS mapping activities and related matters. Concurrently with his USAS activities, Commander English was attached to the Navy Hydrographic Office, engaged in compiling HO Publication 138, Sailing Directions for Antarctica, issued in 1943.

Commander R. A. J. English. Nov. 25, 1939-Jan. 6, 1942.

General and personal correspondence concerning Commander English.

Communications. July 27, 1939-May 15, 1940.

Concerns nonofficial radio communications.

East Base operations. Nov. 7, 1939-Mar. 7, 1941.

East Base personnel. Sept. 5, 1940-Jan. 4, 1941.

Flight orders. Dec. 19, 1939-Mar. 25, 1941.

Concerns authorizations for flight operations by Armed Forces personnel entitled to flight pay.

Miscellaneous. Aug. 3, 1939-Jan. 3, 1941.

Navigation equipment. Sept. 23-Dec. 12, 1939.

Original press radios from expedition. Dec. 1, 1939-Apr. 1, 1941.

Paragraph Nine, President's orders. Dec. 6, 1939-July 9, 1941.

"Paragraph Nine" of the President's order of November 25, 1939, was concerned with the custody of informational and scientific material and its release to nonofficial parties.

Procurement of supplies. Dec. 1, 1939-Jan. 5, 1941.

Scientific. July 28, 1939-Aug. 3, 1941.

Concerns scientific field work and includes material concerning radio communications.

West Base operations. Feb. 27, 1940-Feb. 2, 1941.

West Base personnel. Aug. 6, 1940-Apr. 4, 1941.



### APPENDIX III

#### LIST OF SUBJECT HEADINGS, GENERAL FILE I (ENTRY 2)

Acknowledgments from contributors. Feb. 5-Apr. 12, 1940.

Acknowledgments from donors of supplies and equipment, in reply to radiograms of thanks from the Commanding Officer, USAS.

Airplanes. Aug. 8-Sept. 30, 1940.

Concerns procurement, maintenance, and operation of airplane equipment.

Aviation reports. June 24-Oct. 9, 1941.

Reports by USAS aviation personnel concerning mechanical functioning of aircraft, with related correspondence.

Barkely-Grow. Oct. 4, 1939-Jan. 30, 1941.

Concerns procurement of airplanes, spare parts, and equipment.

Bear. Feb. 24, 1939-Nov. 12, 1941.

General file concerning the U. S. S. Bear.

Breakdown of equipment and materials purchased with Antarctic funds. n.d.

Lists of supplies and equipment procured with funds appropriated by Congress for USAS.

Budget, U. S. A. S. July 12, 1939-June 5, 1942.

Correspondence, memoranda, lists, and supporting documents.

Cachets and stamps. Nov. 23, 1939-Oct. 28, 1940.

Correspondence and memoranda concerning philatelic matters and the establishment of United States postoffices in Antarctica.

Claim forms, 1940-41.

Comments on equipment and supplies. Apr. 16-Nov. 20, 1940.

Concerns breakdowns and normal functioning of equipment.

Communications. Sept. 28, 1939-Mar. 31, 1942.

Concerns procurement of equipment, and policy and operation of the USAS communication net.

Communications and acknowledgments of press releases. Jan. 17-Sept. 25, 1940.

Concerns distribution of publicity releases.

Correspondence with the Executive Committee. Sept. 13, 1940-Jan. 25, 1942.

Concerns personnel, editing of reports, and other matters.

Cumshaw and wangle. Oct. 1-Nov. 7, 1939.

Records concerning begging and borrowing from Government agencies and

private firms to supplement officially appropriated funds. Cumshaw is a term current in South China; wangle is colloquial English.

Demobilization. Mar. 15-May 12, 1941.

Concerns demobilization of personnel and dispersal of equipment.

Disposition of dogs. Aug. 31, 1940-July 9, 1941.

Concerns transfer of 40 dogs to the United States Army and of the remaining dogs to ex-members of USAS.

Donations, master list. 1939.

Shows donor, material donated to USAS, and value.

Donations to Bear. n.d.

Shows donors of supplies and equipment to the U. S. S. Bear, material donated, and value.

Evacuation plans. Oct. 22, 1940-Apr. 11, 1941.

Includes material concerning demobilization.

Finances. July 25, 1939-July 19, 1941.

Concerns accounting for Government funds.

Flight operations. Jan. 12-May 23, 1940.

Radioed reports from Antarctica.

Flight reports and orders. May 23, 1940-Mar. 25, 1941.

Concerns authorization for flight operations by Armed Forces personnel entitled to flight pay.

Freight to Valpo. Oct. 9, 1939-Jan. 29, 1940.

Concerns shipping supplies to Valparaiso, Chile, for transshipment to USAS vessels.

General operations. Dec. 7, 1939-Apr. 4, 1941.

General file, which includes material concerning territorial claims and communications.

Government pamphlets. 1941-42.

Official publications concerning personnel and other administrative matters, together with incidental correspondence.

Inventory of evacuated materials. Aug. 8, 1941.

Correspondence and lists of materials.

Johansen, Bendik. May 15, 1940-May 12, 1941.

Concerns citizenship of Johansen, ice pilot on U. S. S. Bear.

Loading schedules. n.d.

Concerns photographic supplies.



Materials to be ordered by Ummel for East Base. Oct. 22, 1940-Mar. 25, 1941.  
J. R. Ummel was Interior Department purchasing agent at Seattle, Wash.

Materials to be ordered by Ummel for West Base, and materials to be shipped via U. S. M. S. North Star. Oct. 14-Nov. 27, 1940.

Materials to be returned with expedition. Aug. 21, 1940-Aug. 8, 1941.

Materials to be returned with the expedition, Navy Department. Oct. 9-Oct. 28, 1940.

Materials, loaned, returned to Government agencies. Jan. 21, 1941-Feb. 26, 1942.

Minutes of meetings of the United States Antarctic Service. Mar. 14, 1940-May 20, 1942.  
Minutes of meetings of the USAS Executive Committee and related correspondence.

Miscellaneous memorandums and letters. July 1, 1939-Feb. 22, 1942.  
Also includes radiograms.

Newsreel agreement on releases. Dec. 6, 1939-Apr. 3, 1942.  
General file concerning relations between USAS and newsreel companies.

North Star. Sept. 5, 1939-Dec. 10, 1940.  
Chiefly concerns expenditures for equipping, altering, and operating the North Star.

Oil drums returned. May 14-Oct. 3, 1941.  
Concerns return of borrowed oil drums to Navy.

Operations, East Base. Mar. 8, 1940-Feb. 21, 1941.  
Radiograms from East Base.

Operations, West Base. Feb. 19, 1940-Feb. 2, 1941.  
Radiograms from West Base.

Orders to Commanding Officer. July 7-Nov. 25, 1939.  
Duplicates of orders from the President to the Secretary of the Interior and to Admiral Byrd. The order of November 25 is the organic directive for USAS. It sets forth in some detail the top level organization, objectives, and executive policies to be followed.

Personnel. July 18, 1939-May 12, 1942.  
Correspondence, memoranda, and radiograms.

Personnel, assignments of, for return journey. Nov. 9, 1940-Feb. 3, 1941.

Personnel, reports on, rendered to Civil Service Commission. 1942-43.  
Concerns mainly administrative, clerical, and editorial personnel.



Photographic supplies. Aug. 20, 1939-Nov. 6, 1940.

Concerns procurement.

Picture controversy. Nov. 25, 1939-Mar. 16, 1942.

Concerns "Paragraph Nine" of the President's order of November 25, 1939, which established USAS. This paragraph, among other provisions, placed restrictions on release of photographs by USAS personnel.

Radio broadcasts. Dec. 7, 1939-May 2, 1941.

Concerns nonofficial communications. Largely devoted to the "Mail Bag" program conducted by the General Electric Co. Station, WGEO, Schenectady, N. Y., in cooperation with other radio broadcasting stations.

Report on contributions. Dec. 10, 1939-Jan. 5, 1940.

Lists of donations to USAS, showing value.

Report on personnel. Feb. 8, 1943.

Statistical report according to salary level. No names are included.

Reports to Government departments. May 21-Aug. 16, 1941.

Reports concerning supplies and equipment used by USAS.

Report of Survey Board. Mar. 27-June 24, 1941.

Reports concerning evacuation of supplies and equipment from Antarctica.

Requests for pictures and advertising. Nov. 8, 1939-Mar. 10, 1941.

Concerns requests by private firms desiring to exploit donations or sales to USAS.

Scientific papers published and delivered. 1941-42.

Printed and manuscript copies of scientific reports, submitted to USAS in accordance with "Paragraph Nine" of the President's order of November 25, 1939, together with incidental correspondence.

Scientific personnel and reports. May 16, 1940-May 1, 1942.

Correspondence, memoranda, lists, and other records concerning scientific activities of USAS.

Selective Service bulletins. Oct. 9, 1940-July 12, 1941.

Official bulletins issued by the Selective Service System concerning deferment and other matters, together with incidental correspondence.

Ships' operations. Nov. 2, 1939-May 17, 1941.

Correspondence, memoranda, and other records concerning itineraries, equipment, operations, and other matters, for the U. S. S. Bear and the U. S. M. S. North Star.

Snow cruiser. Oct. 18, 1939-Dec. 5, 1941.

Concerns an experimental vehicle constructed and built by the Research Foundation of the Armour Institute of Technology and lent to USAS.



Surplus property. June 30-Oct. 27, 1941.  
Concerns disposal to Government agencies.

United States Antarctic Service. n.d.

An account of the establishment of the USAS and prospectus of planned operations. This document appears to have been issued early in the history of USAS, before exigencies caused modification of plans.

Zoological specimens to be secured. Oct. 9, 1940-July 8, 1941.

Concerns specimens to be secured for the National Museum and National Zoological Park of the Smithsonian Institution.

#### APPENDIX IV

##### LIST OF SUBJECT HEADINGS, GENERAL FILE II (ENTRY 3)

Adamkiewicz, Comdr. L. L. Sept. 27-Oct. 11, 1941.

Concerns medical officer of the Bear.

Additions to narrative appendix. 1942.

Concerns information for inclusion in appendix to official log prepared by Hawthorne. See appendix VI, No. 74.

Administration. Apr. 22, 1940-July 23, 1942.

Chiefly concern administration of the Oxford, Ohio, office of the USAS, and appropriations.

American Geographical Society. May 9, 1941-June 23, 1943.

Correspondence between P. A. Siple, in charge, Oxford, Ohio, office of the USAS, and the Society.

American Geographical Society, estimate. 1942.

Concerns estimates, made by the Society at the request of the USAS, of the cost of processing USAS maps with the Society's facilities.

Antarctic academy. 1940.

Concerns classes in navigation held at West Base.

Antarctic Service. 1939-42.

Copies of a mimeographed issuance entitled "General Information, The United States Antarctic Service" (no date, but probably issued in 1939). Also printed congressional documents concerning reimbursement of naval personnel for losses incurred in the emergency evacuation of East Base.

Bartol Research Foundation. Aug. 8-26, 1941.

Base bulletins and notices. 1940.

Official issuances of P. A. Siple, West Base leader.

Bills of lading, duplicate. 1941-43.

Biology. May 24-July 30, 1941.

Cartographic cost estimates. Oct. 1, 1941-Nov. 12, 1942.

Correspondence between USAS offices in Washington and Oxford, Ohio, and the American Geographical Society, concerning compilation, editing, and production of USAS maps.

Cartography. June 9, 1941-Dec. 12, 1942.

Includes correspondence with the Hydrographic Office, Department of the Navy.



Charts. Dec. 6, 1941-Dec. 12, 1942.

Claim forms. 1940.

Clothing and material lists prepared for U. S. Army. n.d.

Clothing, general. Aug. 28, 1939-May 12, 1942.

Clothing, boots. June 17-July 14, 1941.

Clothing, inquiries. Dec. 13, 1941-Apr. 8, 1942.

Clothing, Byrd. n.d.

Coal consumption charts. 1940.

Confidential memorandums. Feb. 21-Sept. 26, 1939.

Concerns organization, plans, and preparatory operations.

Correction sheets for errored vouchers. Oct. 1-14, 1942.

Work sheets concerning routine transactions.

Correspondence on aviation reports. Aug. 12-Sept. 29, 1942.

Correspondence, bulletins of North Star voyage home. Feb. 2-May 5, 1941.

Correspondence, dogs. Sept. 16, 1939-Apr. 26, 1943.

Correspondence, official. 1939-40.

Concerns supplies and equipment.

Correspondence, personnel. July 30, 1941-June 3, 1943.

Correspondence, scientific reports. June 27, 1941-June 3, 1943.

Cubic capacity and tonnage estimates. 1941.

Concerns transshipment of supplies, equipment, and personal effects from ship to shore in Boston.

De Luxe Laboratories. Sept. 27, 1941-Feb. 26, 1942.

Department equipment reports. Oct. 23-Nov. 14, 1939.

Douglass, Malcolm C. 1939-41.

Concerns a member of West Base staff.

English-Siple correspondence. June 8, 1941-Jan. 20, 1942.

Equipment to be shipped via North Star. n.d.

Equipment loaded in Bear. 1941.

Evacuation, instructions, plans, and procedure. 1940-41.

Evacuation, inventories of equipment. 1940-41.

Evacuation, survey board report. Apr. 8, 1941.

Films, inventories submitted (Paragraph Nine). 1941.

Films, none to turn in (Paragraph Nine). 1941.

Films, official motion pictures. 1940-41.

Films, partial submissions (Paragraph Nine). 1941.

Films, refusals (Paragraph Nine). 1941.

Food cache, correspondence. 1939.

Food cache, inventory. 1940.

Form letters. 1943.

Concerns Private Law 12, 78th Congress, which appropriated funds for reimbursement of civilian members of the USAS for personal property losses incurred in evacuating East Base. Also includes roster (no date) of former USAS personnel indicating the activity of each man in relation to the war effort.

Fuel. 1939.

Concerns procurement.

Fuel consumption charts, West Base. 1940.

Geographical correspondence. July 10, 1941-Feb. 20, 1942.

Does not include correspondence with the American Geographical Society or with the New York Times.

Gilmour-MacDonald official correspondence. May 17, 1941-Mar. 31, 1942.

Gilmour's official title was "Recorder," and he later performed administrative duties. From the time the expedition returned to the United States until November 9, 1941, he was stationed in Boston. After that date he was stationed at Miami University, Oxford, Ohio.

Gilmour-Siple memoranda. Dec. 17, 1941-July 3, 1942.

Inventory, abandoned equipment, West Base. n.d.

Inventory, East Base. 1941.



Inventory, master, evacuated equipment, West Base. 1941-42.

Inventory, materials purchased with USAS funds. 1941.

Inventory, returned equipment. 1942.

Library. 1939-41.

MacDonald-Siple correspondence. May 8, 1941-June 2, 1942.

MacDonald was Administrative Assistant to the Commanding Officer, USAS.

Manifest, distribution to bases. 1939-41.

Includes lists of supplies and equipment showing source and obligation to return loans.

Mapping and map prospectus. June 12, 1941-Feb. 16, 1943.

Concerns compilation and processing of USAS maps.

Medical-dental. May 12-Aug. 8, 1941.

Miscellaneous correspondence. Sept. 8, 1942-May 24, 1943.

Miscellaneous memorandums. July 1, 1942-May 13, 1943.

Movies. 1939-40.

National Academy of Sciences and National Research Council. July 28, 1939-June 15, 1942.

To the National Academy were delegated certain advisory and executive duties concerning preparation of a history of the USAS and scientific reports, by the President's order of November 25, 1939.

Optical. June 12-Nov. 28, 1941.

Outpost, West Base. Mar. 2, 1940.

Lists of supplies.

Oxford office. July 24, 1941-Apr. 14, 1943.

General correspondence of the USAS office at Miami University, Oxford, Ohio.

Oxford office, monthly reports. Aug. 7-Nov. 11, 1942.

Packing requirements, evacuation. Aug. 20-29, 1940.

Pemmican formulas. Aug. 25, 1939.

Correspondence, containing formulas, with Dana Coman, M. D., of Johns Hopkins University Medical School.

Personal manifests. 1939.

Original signed declarations of personal property and of some official property.

Polar Record manuscript. n.d.

Summarizes field activities of the USAS. This manuscript by P. A. Siple was published in the Polar Record, 3:427.

Press releases, West Base. Feb. 12-Nov. 20, 1940.

Publication of history of expedition. Jan. 28, 1940-Jan. 20, 1943.

Purchase order summary. n.d.

For the actual purchase orders, see entry 13.

Radio. June 25-July 1, 1941.

Radio messages. Nov. 10, 1939-May 4, 1941.

Radio messages, confidential. 1940-41.

Radio messages, flight operations. Feb. 11, 1940-Jan. 4, 1941.

Radio messages, semi-official. Feb. 28, 1940-Apr. 8, 1941.

Radio messages, sent and received aboard North Star en route to Bay of Whales. Nov.-Dec. 1939.

Radio messages to and from East Base. 1939-41.

Radio presentation ideas. Apr. 13-Dec. 31, 1940.

Concerns nonofficial broadcasts.

Receipts for property on loan. May 13, 1942-June 29, 1943.

Largely concerned with loans of USAS photographs.

Reports, chronological order of completion. 1941-42.

Concerns scientific and historical reports and maps.

Reports, miscellaneous, concerning supplies. 1941-42.

Correspondence with manufacturers of USAS supplies.

Reports, scientific.

Reports filed under this heading are listed in appendix VI.

Reports to Executive Committee. Sept. 11, 1941-Jan. 17, 1942.

Requisitions. July 15, 1942-June 30, 1943.

Ross Shelf Ice Committee. Oct. 24, 1941-June 30, 1942.

Correspondence concerning a committee formed under National Research Council auspices, under the Chairmanship of Dr. Walter H. Bucher.



Schedule of adjustments. 1942-44.

Concerns appropriation adjustments within the Interior Department and between the Interior Department and the National Archives.

Schedule of collections. Sept. 3-Nov. 13, 1942.

Concerns reimbursements of Government for overpayments.

Schedule of disbursements. July 16, 1942-June 26, 1943.

Shipping lists, original, personal effects. 1941.

Supplies and accounts. 1941-42.

Telegrams. 1942-43.

Trail operations, equipment and supply requirements. 1940.

Concerns procurement.

Trail operations, West Base plans. 1940.

Travel authorities. 1942-43.

Tunnel Cache, supply lists. n.d.

Vouchers. Feb. 9, 1942-Apr. 26, 1943.

APPENDIX V

LIST OF SUBJECT HEADINGS, INFORMATION FILE (ENTRY 8)

Addresses. n.d.

List of press contacts in Boston, Mass.

Advertising commitments. 1939-40.

Concerns supplies and equipment donated to USAS.

Arrival at West Base. 1940.

Biographical material. 1939.

Concerns USAS personnel.

Broadcasts. n.d.

Clothing. n.d.

Dead file. 1939-42.

General file concerning ephemeral, trivial, or routine matters.

Departure. 1939-40.

Concerns southward voyage.

Disbandment. n.d.

Dogs. 1939.

Donors. 1939.

East Base. 1940.

East Base narrative. 1940.

Eastern cruise. 1940.

Concerns exploratory cruise of the Bear.

Evacuation, East Base. 1941.

Evacuation, West Base. 1941.

Evacuation sidelights. 1940-41.

First aid program. 1939-42.

Hawthorne, who maintained this file, served as Antarctic Field Representative of the American Red Cross.

Food. 1939.



General file. 1939-41.

Concerns USAS matters in general.

History. 1939-40.

A collection of material for a projected historical report on USAS.

Ice pack. 1940.

King Neptune. 1939.

Libraries. 1939-40.

Book lists and correspondence concerning USAS libraries.

Magnetic cruise. 1940.

Maps. n.d.

Reference copies of maps of Antarctica.

Messages. 1940.

Radiograms to and from Antarctica concerning the information program.

Miscellaneous procurement. 1939-41.

Newsreels. 1939.

Correspondence and memoranda concerning plans for newsreel photography in Antarctica.

New Zealand. n.d.

Official film, captions, credits. 1939-42.

Concerns making of official USAS motion pictures and related matters.

Paragraph Nine. 1939.

Consists of a copy of the President's order of Nov. 25, 1939, and related documents.

Personnel. 1939.

Lists of personnel, biographical record sheets, related documents, and a few photographs of personnel.

Photograph captions. n.d.

Hawthorne's rough work sheets.

Pitcairn. 1939.

Concerns visit to Pitcairn Island by North Star on a southward voyage.

Postal. 1939.

Concerns the projected establishment of United States post offices in Antarctica, cachets, and other matters of philatelic interest.

Preparations. 1939.

Preparations prior to embarkation in Boston.

Press releases. 1939-41.

Mimeographed bulletins issued by R. Hawthorne. The record set of mimeographed releases covers the period July 20, 1939-Apr. 7, 1941, but is not complete. A series of releases entitled "Press Highlights from Little America III," by H. P. Gilmour, correspondence, memoranda, radiograms concerning press releases, and an incomplete card index to press releases, are also included.

Quotes. n.d.

Radio. 1939-40.

Concerns nonofficial radio broadcasts.

Radio photos. 1939.

Wide World Photos, Inc., a subsidiary of the New York Times, loaned radio photographic transmission equipment, with which photographs were successfully transmitted from Antarctica.

Rapa. 1939.

The North Star visited Rapa Island in Polynesia during the southward voyage.

Recommendations. n.d.

Rendezvous. 1941.

Concerns rendezvous of the North Star and the Bear at Punta Arenas on northward voyage.

Requisitions and orders. 1939-40.

Concerns photographic supplies and service.

Return routes. 1940.

Concerns northward voyage and unsuccessful search for Pactolus Bank.

Science. 1939-41.

Concerns preparatory phase of USAS scientific program. Also includes a table giving in parallel columns the planned and completed programs.

Scientific reports. 1942.

Correspondence of R. Hawthorne concerned mainly with editing and publishing scientific reports.

Snow Cruiser. 1939.

An experimental vehicle, loaned to the USAS by the Research Foundation of the Armour Institute of Technology.



South Pacific Cruise. 1940.

Concerns cruise to eastward from West Base, preparatory to establishing East Base.

Specimens. 1940-41.

Concerns specimens collected for the National Zoological Park, Washington, D. C.

Supplies. 1939.

Concerns donations of supplies to the USAS.

U. S. M. S. North Star. n.d.

U. S. S. Bear. n.d.

Voyage home. 1941.

Typewritten copy of Vol. IV of West Base Log, which covers the northward voyage of West Base personnel in the North Star, by H. P. Gilmour.

West Base narrative. 1940.

Informational material, consisting largely of press releases, concerning West Base activities.

## APPENDIX VI

### LIST OF SCIENTIFIC AND TECHNICAL REPORTS, LOGS, AND RELATED MATERIAL (ENTRY 9)

The records listed in this appendix vary greatly in content and form. They range from formal reports, ready for publication, to rough journals and work sheets, compiled in the laboratory or on the trail while work was in progress.

The main body of reports comprise the Report File, described in inventory entry 9. Additional reports from the files described in entries 2, 3, and 8 are included and are cross-referenced to the appropriate inventory entry. For example, item No. 4 in the list closes with the notation, "(Entry 3.)" This indicates that the report is filed with the records described in entry 3 of the inventory.

The items are listed alphabetically by author. Five items for which no author can be identified are placed at the end of the list. Each item is identified by a number. Numbers in parentheses, out of serial order, indicate that the report is filed with another report under that number. A subject index to the numbered items in this list follows the list.

Logs of the two USAS expeditionary vessels are not included among the records of the USAS. Deck logs of the U. S. M. S. North Star for the relevant periods, Nov. 1939-Apr. 1940, and Dec. 1940-May 1941, are among the records of the Division of Territories and Island Possessions in the National Archives. Deck logs of the U. S. S. Bear for the period Sept. 11, 1939-June 2, 1941, are among the records of the Bureau of Navigation in the National Archives.

- 1 AMERICAN PHILOSOPHICAL SOCIETY. [Program of] Autumn General Meeting . . . Nov. 21-22, 1941. Printed, 4 p. (Entry 2.)
- 2 ---- The Autumn General Meeting . . . Nov. 21-22, 1941. Reprint from Science, 94:547. 6 p. A report of the meeting, which includes abstracts of papers by H. M. Bryant, A. Court, H. G. Dorsey, R. G. Fitzsimmons, S. A. Korff, E. E. Lockhart, P. A. Siple, F. A. Wade, and L. A. Warner. Also mimeographed copies of the abstracts, 16 p.
- 3 ASMAN, ADAM. [Report on] Light Tank M2A2. Typescript, 1 p., with incidental correspondence. (Entry 3.)
- 4 ASMAN, ADAM, and CLYDE W. GRIFFITH. Tension and Breakaway Tests [of Snow Friction]. Typewritten tabulation, 7 p. Also rough notes. For a narrative report on these tests, see No. (69) under Siple. (Entry 3.)



- 5 BAILEY, CLAY W. Report on Aircraft Operations in the South Polar Regions. Typescript, 3 p. This report was submitted to USAS for transmittal to the Navy Bureau of Aeronautics. (Entry 2.)
- 6 ---- Basic Communication Plan. Blueprint, 30" x 36". Diagrammatic plan for radio communication.
- 7 ---- Report on U. S. Antarctic Service Radio Communications for Period 1939-1941. Processed, 65 p., with photographs and diagrams. This report was submitted to the Radio Branch of the Navy Bureau of Ships.
- 8 BAILEY, DANA K. Cosmic Ray Report. Typescript, 5 p.  
---- See also Nos. 87 and 88.
- 9 BENYAS, D. Discovery in Antarctica! Article in Honolulu Advertiser, Nov. 16, 1941. 2 p. Based on an interview with R. B. Black, whose covering letter is included. (Entry 2.)
- (69) BERLIN, LEONARD M. Preliminary Report of Ground Surveys Accomplished at West Base. Typescript, 4 p.
- 10 ---- Ice Movement--West Cape [Bolling Bight, West Base, and] Aerial Map Plotting [Progress Report, June 1940]. Typescript, 1 p., also pencil notes, 1 p. (Entry 3.)
- 11 ---- Survey Notes. Typescript, ca. 80 p. Contain a description of procedures, computations of bearings and distances, and a record of the placement of General Land Office brass monuments and the building of cairns.
- 12 BERLIN, LEONARD M., and PAUL A. SIPLE. Ground Survey [and] Aerial Survey Program. Typescript, 4 p. (Entry 3.)
- 13 BLACK, RICHARD B. Rough Log [East Base, 1939-41]. Longhand journal in 2 vols., ca. 420 p. Includes pages torn from rough field logs kept by Black.
- 14 ---- Operations From East Base. Typescript, 24 p. Read by title only at meeting of the American Philosophical Society, Nov. 21-22, 1941, under the title "Operations in Palmer Land."
- 15 ---- Flight Logs of Richard B. Black [East Base, 1940]. Typewritten transcripts from rough logs. Include survey data and radio logs.
- 16 ---- Rough Flight Logs [East Base, May 20, 1940-Jan. 19, 1941]. Rough flight logs in pencil, 2 vols. 82 p. and 40 p.
- 17 ---- First Ascent to [Palmer Peninsula] Plateau, Rough Log, [Aug. 6-13, 1940]. Typewritten transcription, 7 p; rough notes, 46 p.

- 18 BLACK, RICHARD B. Relief Journey to Meet Ronne and Eklund [Jan. 21-27, 1941]. Rough notes in pencil, 12 p.
- See also No. 108.
- 19 BLACKBURN, QUIN A., S. EDWARD ROOS, and F. ALTON WADE. Some Geographical Results of the Second Byrd Antarctic Expedition, 1933-35. Reprint from Geographical Review, 27:574-614.
- (5) BOWLIN, W. M. Report on Aircraft Operation in South Polar Regions, [1941]. Typescript, 7 p. This report was submitted to USAS for transmittal to the Bureau of Aeronautics. Bowlin, not a member of USAS, based the report on experience on the Second Byrd Antarctic Expedition. (Entry 2.)
- (69) BOYD, VERNON D. Motorized Surface Transportation in the Antarctic. Typescript, 9 p.
- BRAMHALL, E. H. See No. 97.
- 20 BRYANT, HERWIL M. Biology at East Base. Typescript, 51 p. A list of photographic illustrations is given in an appendix, but the photographs are not present. This report was prepared to be read before a meeting of the American Philosophical Society and to be published in the Proceedings of the Society. For an abstract of the report, see No. 2.
- 21 ---- Summary Report, Biology Department [East Base], Feb. 16, 1941. Typescript, 5 p.
- 22 ---- Biology Record, East Base. Longhand notes and pen, pencil, and colored crayon sketches of specimens. 192 p. (including blank pages). Also a negative photostat copy.
- 23 ---- Field Catalog of Birds. Longhand, 2 p. Also a negative photostat copy.
- 24 ---- Preliminary Report of the Scientific Work Accomplished at East Base, Biology. Typescript, 5 p. (Entry 3.)
- 25 ---- Field Catalog for Mammals. Longhand, 2 p. Also a negative photostat copy.
- 26 ---- [Miscellaneous Papers.] Typescript, 19 p. Notes concerning biological activities at East Base, including checklists, sketches, progress reports, and instructions for collecting.
- See also No. 53.



- 27 BURSEY, JACK. [Pacific Coast] Survey Party, Trail Log [West Base, Oct. 17, 1940-Jan. 7, 1941]. Rough log in pencil, ca. 100 p. Also typewritten transcription, 25 p. (Entry 3.)
- 28 ---- [Trail Log, Pacific Coast Survey Party, West Base, Oct. 18, 1940-Jan. 7, 1941.] Rough entries in pencil on mimeographed forms, showing navigational, meteorological, and snow surface data with additional remarks.
- 29 BUTLER, RAYMOND A. [Preliminary Report on] Cartography [West Base]. Typescript, 1 p. (Entry 3.)
- 30 ---- [Progress Report on Mapping Program, West Base, Aug. 2, 1940.] Typescript, 1 p. (Entry 3.)
- 31 CARNEGIE INSTITUTION, WASHINGTON, D. C., DEPARTMENT OF TERRESTRIAL MAGNETISM. Instructions for Magnetic Work, McGregor Arctic Expedition, 1937-38. Typescript with blueprints and map, 43 p.
- 32 CLARKE, ERIC T., and SERGE A. KORFF. Latitude Effect in Cosmic Rays at Far Southern Latitudes. Reprint from Physical Review, 58:179. 1 p. (Entry 2.)
- See also Nos. 86-88.
- (5) COLLIER, ZADIK. Aviation Report [1941]. Typescript, 3 p. This report was submitted to the Bureau of Aeronautics. (Entry 2.)
- (2) COURT, ARNOLD. Disappearance of the Tropopause During the Antarctic Winter. Printed, 1 p. Part of No. 2. Also typewritten copies, 2 p.
- 33 ---- Field Altitudes, West Base. Typescript, 7 p. Computations based on barometric observations, with explanatory note. (Entry 3.)
- 34 ---- Individualism of the Antarctic Atmosphere. Typescript, 7 p. Paper delivered before the American Meteorological Society, Dec. 1941. Also abstract of paper (1 p.) and incidental correspondence. (Entry 2.)
- 35 ---- Meteorological Data for Little America III [West Base]. Page proofs, ca. 150 p. A report published by the United States Department of Commerce, Weather Bureau, as Supplement No. 48, 1949.
- (69) ---- Preliminary Report of Meteorological Observations and Accomplishments at West Base. Typescript, 6 p.
- (29) ---- Preliminary Report of Meteorological Observations and Accomplishments [West Base]. Typescript, 2 p. (Entry 3.)

- 36 COURT, ARNOLD. Progress Notes, Meteorological Section [West Base], May 14, 1940. Typescript, 3 p. (Entry 3.)
- 37 ---- [Progress Report on Meteorological Program, West Base, July 1, 1940.] Typescript, 1 p. (Entry 3.)
- 38 ---- Progress Report on Micro-Climatology, West Base, July 1, 1940. Typescript, 1 p. Summarizes the program of temperature readings carried out by L. Wells and I. Schlossbach in Elinor Bolling Night. For a fuller report, see No. 119. (Entry 3.)
- 39 ---- Tropopause Disappearance During the Antarctic Winter. Reprint from Bulletin of the American Meteorological Society, 23:220. 19 p. (Entry 2.)
- 40 ---- Little America [West Base], Weather Observations, 1940-1941. Typescript, 108 p. This is the final general report on meteorological activity at West Base.
- 41 ---- Weather Records Obtained at Little America III [West Base], 1940-41. Typescript, 2 p. (Entry 3.)
- 42 ---- Wind Roses. 10 p. Statistical charts showing, for a given time period, the altitude, direction, number of hours, and force of the wind. They probably pertain to the report described in No. 35.
- 43 ---- [Work Sheets and Rough Drafts Pertaining to Meteorology.] ca. 85 p. Include daily weather forecasts for West Base, Aug.-Sept. 1940. (Entry 3.)
- See also Nos. 93 and 115.
- (26) DARLINGTON, H. Biological Notes, Weddell Coast Party, Nov. 19, 1940-Jan. 20, 1941. Typescript, 4 p.
- 44 DAVIS, MALCOLM C. Collecting Antarctic Fauna. Typewritten rough draft, 5 p.
- (2) DORSEY, HERBERT G. An Antarctic Mountain Weather Station [East Base]. Printed, 1 p. Part of No. 2. Also typewritten copies.
- (21) ---- Preliminary Report of Meteorological Operations at East Base, [Mar. 1, 1941]. Typescript, 1 p.
- 45 ---- Meteorology at East Base. Typescript, 18 p.
- (21) DYER, J. GLENN. Report of Magnetic Surveys and Studies [East Base, Feb. 26, 1941]. Typescript, 2 p.



- (21) DYER, J. GLENN. Report of Reconnaissance Sledging Trip into Neny Trough, [Oct. 26-29, 1940]. Dated Nov. 1, 1940. Typescript, 2 p.
- 46 ---- [Summary Log of Southeastern Survey Party, East Base.] Typescript, 2 p. A summary in tabular form. For rough notes, see No. 48.
- (21) ---- Report of Southeastern Survey to Eternity Range Area, [Nov. 20-Dec. 10, 1940]. Typescript, 5 p., with table of dates, camp locations, elevations, and distances. Also rough draft of the report.
- 47 ---- [Survey Notes and Other Records.] ca. 400 p. Position computations in pencil on mimeographed forms, instruction manuals for instruments, other informational material, and copies of USAS correspondence including a progress report sent by Dyer to R. B. Black on July 17, 1940.
- 48 ---- Survey Book, Field Book, Trail Logs, and Flight Logs. Rough notes in pencil, in two 5" x 8" notebooks, ca. 200 p.
- 49 EKLUND, CARL R. Biology Notes. Rough notes in pencil, 17 p. Also a negative photostat copy.
- 50 ---- Field Catalog of Birds. Rough notes in pencil, 10 p. Also a negative photostat copy.
- (24) ---- Ornithological Report, Biology Department, [East Base, 1940-41]. Typescript, 2 p. (Entry 3.)
- 51 ---- Antarctic Ornithological Record. Longhand, 199 p. (including blank pages).
- 52 ---- Ornithological Report. Typescript, ca. 100 p., illustrated by photographs.
- (21) ---- Ornithological Report, Biology Department [East Base], Feb. 27, 1941]. Typescript, 2 p.
- 53 EKLUND, CARL R., and HERWIL M. BRYANT. Penguin Measurement Charts. Pencil notations on mimeographed forms, 36 p. Measurements of Adelie penguins. Also negative photostat copies.
- 54 FITZSIMMONS, ROY G. Report on Magnetic Observations, West Base, July 1, 1940. Typescript, 1 p. (Entry 3.)
- 55 ---- Notes on Preparation of Instruments for Magnetic Program. Rough notes in pencil and pen, ca. 75 p. (including blank pages).

- (29) FITZSIMMONS, ROY G. Magnetic Program [West Base]. Typescript, 1 p. (Entry 3.)
- 56 ---- Notes Taken During Assembly of Magnetograph. Rough notes in pencil and pen, ca. 50 p. (including blank pages).
- (2) ---- Preliminary Report on the Magnetic and Seismic Program. Printed, 1 p. Part of No. 2.
- 57 FITZSIMMONS, ROY G. Log of the Rockefeller Mountains Seismic Party. ca. 55 p. Apparently a longhand transcription in ink from the rough log.
- 58 ---- Seismic Observations in Antarctica. Typewritten rough draft. 7 p., 2 photographs.
- (29) ---- Seismic Program [West Base]. Typescript, 1 p. (Entry 3.)
- 59 ---- [Seismological Working Papers.] ca. 80 p. Description of seismological instruments, operating and reporting instructions, photographs, and related material.
- 60 ---- Terrestrial Magnetism. Typescript, 14 p., 1 diagram, 8 photographs. (p.1 missing.) Rough draft with duplicate diagram and photographs. Negative photostat copies of photographs.
- 61 ---- [Seismographic Data From the Rockefeller Mountains Seismic Station.] Included in Seismographic Report, Nov. and Dec. 1940, published by the United States Coast and Geodetic Survey.
- 62 FITZSIMMONS, ROY G., and MURRAY A. WIENER. Magnetic Program [and] Auroral Program. Typescript, 9 p.
- 63 ---- [Records of Magnetic Observations.] ca. 300 p. Tables of instrument readings, tracings from recording instruments, other working papers, and correspondence about instruments and related matters.
- See also Nos. 125 and 126.
- 64 FRAZIER, RUSSELL G. [Progress Reports on Medical and Physiological Programs, West Base, July 1, 1940.] Typescript, 1 p. (Entry 3.)
- (69) ---- Preliminary Report of Medical Research as Conducted at West Base. Typescript, 2 p.
- (29) ---- [Preliminary Report on Medical Work, West Base]. Typescript, 1 p. (Entry 3.)



- 65 FRIEDMAN, HERBERT. Pelagic Birds from the West Coast of South America. Typescript, 6 p. Describes specimens collected on USAS vessels. Friedman was Curator, Division of Birds, National Museum.
- (5) GILES, WALTER R. Report on Aircraft Operation in the South Polar Regions [1941]. Typescript, 2 p. This report was submitted to USAS for transmittal to the Bureau of Aeronautics. (Entry 2.)
- 66 GILMOUR, HAROLD P. [Narrative] Trail Log of the Edsel Ford [Mountains] Geological Survey Party, [West Base], Oct. 17, 1940-Jan. 7, 1941]. Rough notes in pencil, in two notebooks, ca. 200 p.
- 67 ---- Trail Log [of Edsel Ford Mountains Geological Survey Party, West Base], Oct. 17, 1940-Jan. 7, 1941.] Rough entries in pencil on mimeographed forms, showing navigational, meteorological, and snow surface data, with additional remarks. ca. 150 p. Original and pencil transcription. For narrative logs of this party, see Nos. 66 and 70.
- 68 GILMOUR, HAROLD P. Gilmour's Log Book from Philadelphia, Penna. to Little America [West Base]. Typescript, 15 p. Consists of excerpts from the West Base Log (see No. 69).
- 69 ---- West Base Log. Nov. 21, 1939-May 5, 1941. 6 typewritten vols., ca. 1,200 p. Includes 25 appendixes, as follows: 1 set of fuel-consumption charts, 5 food inventories, and 19 scientific and technical reports by L. M. Berlin, V. D. Boyd, A. Court, R. G. Frazier, E. E. Lockhart, J. C. McCoy, C. F. Passel, C. C. Shirley, P. A. Siple, F. A. Wade, and L. A. Warner.
- 70 GILMOUR, HAROLD P., and LAWRENCE A. WARNER. Geological Survey Party to Edsel Ford Mountains, Oct. 17, 1940-Jan. 7, 1941. Typescript, 2 vols., 303 p. Includes negative photostats of transcribed Survey Notes (see No. 116). Also included as "addenda" are technical data concerning West Base sledging parties in general.
- 71 GREAT BRITAIN, HYDROGRAPHIC DEPARTMENT, ADMIRALTY. The Antarctic Pilot. London, 1930. Published manual, compiled by C. V. Smith, Capt., RN. xxiv, 193 p.
- 72 ---- Supplement No. 8 - 1939, Relating to the Antarctic Pilot. Corrected to 16th December, 1939. London, 1940. Published manual, compiled by H. V. Silk, Comdr., RN. 65 p.
- GRIFFITH, CLYDE W. See No. 4.
- 73 HARTNELL, GEORGE, and H. E. McCOMB. A Magnetic Observatory in the Antarctic. Typescript with diagrams and photographic illustrations, 21, 3, and 4 p. This paper consists of instructions for

installation and maintenance. It was apparently prepared expressly for USAS.

- 74 HAWTHORNE, ROGER. Log Book, Establishment of the Bases. 2 type-written vols. illustrated with photographs, ca. 400 p. This log covers the period Nov. 15, 1939-May 14, 1940, including the voyage south on U. S. M. S. North Star, establishment of the bases, the exploratory cruise of U. S. S. Bear, the voyage north to Valparaiso on U. S. S. Bear, and the voyage from Valparaiso to the United States on SS. Santa Elena.
- 75 ---- Log Book, Evacuation Expedition. Typescript, 99 p., illustrated with photographs. Covers the period Dec. 10, 1940-May 5, 1941.
- 76 ---- Field Notes Covering Admiral [R. E. Byrd's] Flights, [Jan.-Feb. 1940.] Pen and ink and typewritten notes, 23 p.
- 77 ---- [Rough Log.] Longhand notes, ca. 100 p. Covers the period, Jan. 10-Apr. 14, 1940. For the smooth log of this period, see No. 74.
- 78 ---- [Rough Log.] Longhand notes, ca. 30 p. Covers the period, Dec. 10, 1940-Jan. 31, 1941. For the smooth log of this period, see No. 75.
- (21) HEALEY, JOSEPH D. Establishment of Meteorological Station on Central Plateau of Palmer Peninsula, [Oct. 23-26, 1940.] Typescript, 1 p.
- 79 HILTON, DONALD C. [Field Notes, May 1940-Jan. 1941.] 4 vols., ca. 400 p. Field survey notes and journals of sledge trips.
- 80 HILTON, DONALD C. [Survey Notes.] ca. 125 p. Records of observations, computation of positions, and other working papers. Include data concerning sledge trips.
- (24) KNOWLES, PAUL H. Geological Summary [East Base.] Typescript, 2 p. (Entry 3.)
- (24) ---- Glaciology [East Base]. Typescript, 1 p. (Entry 3.)
- (24) ---- Weddell Coast Journey [East Base]. Typescript, 4 p. (Entry 3.)
- (21) ---- Geological Summary [East Base]. Typescript, 3 p.
- 81 ---- Geology of Southern Palmer Peninsula. Typescript, 45 p., with photographs and map.
- (21) ---- Ice Studies Summary, East Base [Feb. 22, 1941.] Typescript, 3 p.



- 82 KNOWLES, PAUL H. Log of General Operations. Rough notes in pencil, ca. 60 p. Covers the period Sept. 20, 1939-Jan. 17, 1941.
- (21) ---- Log of the Weddell Coast Depot Party. Operation VI(a) [Sept. 10-20, 1940]. Dated Sept. 26, 1940. Typescript, 3 p.
- (21) ---- Weddell Coast Journey [Nov. 19, 1940-Jan. 17, 1941]. Dated Feb. 22, 1941. Typescript, 7 p.
- 83 KORFF, SERGE A. Cosmic Ray Investigations. Reprint from Carnegie Institution of Washington Year Book 40, for the year 1940-41, p. 131-133. (Entry 2.)
- 84 ---- Cosmic Ray Observations on the U. S. Antarctic Expedition. Typescript of article appearing in Sky and Telescope magazine, 5 p. Also printed copy of the article, 2 p. (Entry 2.)
- (2) ---- Report on Cosmic Ray Results. Printed, 1 p. Part of No. 2. Also typewritten copy, 2 p. (Entry 2.)
- 85 ---- Reports from Recipients of Grants from the Research Funds. Reprint from Year Book of the American Philosophical Society, 1941, p. 102-103. (Entry 2.)
- 86 KORFF, SERGE A., and ERIC T. CLARKE. Report of Cosmic Ray Observations. 15 p. Reprint from Journal of the Franklin Institute, 230:567. (Entry 2.)
- See also No. 32.
- 87 KORFF, SERGE A., ERIC T. CLARKE, and DANA K. BAILEY. Report on Cosmic Ray Investigations. Typescript, 10 p.
- 88 KORFF, SERGE A., DANA K. BAILEY, and ERIC T. CLARKE. Report on Cosmic Ray Observations. Typescript, 15 p., with tables and photographs.
- (21) LEHRKE, LESTER. Preliminary Report of Mile High Meteorological Outpost [Oct. 22, 1940-Jan. 1, 1941]. Dated Feb. 16, 1941. Typescript, 2 p.
- (2) LOCKHART, ERNEST E. [Acclimitization in the Antarctic.] Printed. Part of No. 2.
- 89 ---- Antarctic Trail Diet. Typescript, 41 p. with additional tables.
- 90 ---- Journal of the Biological Party, West Base [Oct. 15-Dec. 25, 1940]. Longhand version in pen and ink, 83 p. Typewritten transcription, 63 p., with incidental correspondence.

- 91 LOCKHART, ERNEST E. [Trail log of Biological Party, West Base, Oct. 15-Dec. 25, 1940.] ca. 175 p. Rough entries in pencil on mimeographed forms, showing navigational, meteorological, and snow surface data, with additional remarks.
- 92 ---- Department of Physiology [West Base], Report [July 1, 1940.] Typescript, 1 p. (Entry 3.)
- (69) ---- Preliminary Report of Physiological Work Accomplished at West Base. Typescript, 2 p.
- (29) ---- [Preliminary Report on] Physiology [West Base]. Typescript, 1 p. (Entry 3.)
- 93 LOCKHART, ERNEST E., and ARNOLD COURT. Oxygen Deficiency in Antarctic Air. Typescript, 13 p. Also reprint from Monthly Weather Review, 70:93.
- McCOMB, H. E. See No. 73.
- (5) McCOY, JAMES C. Report on Aircraft Activities at Little America, the West Base, of the United States Antarctic Expedition, 1939-41. A note indicates that this report was "edited and transcribed" by H. P. Gilmour, USAS Recorder. Typescript, 16 p. with additional tables. Also original longhand notes in pencil. (Entry 2.)
- (5) ---- Aviation Activities at West Base [1941.] This report was submitted to USAS for transmittal to the Bureau of Aeronautics. Typescript, 4 p. (Entry 2.)
- (69) PASSEL, CHARLES F. Supplement to Warner's Report of Geological Research Conducted at West Base, Antarctica. Typescript, 5 p.
- (29) ---- Supplement to Warner's Report [on Geology at West Base]. Typescript, 3 p. (Entry 3.)
- See Nos. 107 and (29) under Siple and Passel.
- (5) PERCE, EARL B. Report on Aircraft Operations at East Base. Typescript, 4 p. This report was submitted to USAS for transmittal to the Bureau of Aeronautics. (Entry 2.)
- 94 PERKINS, JACK E. [Progress Report on Biological Program at West Base, July 1, 1940.] Typescript, 1 p. (Entry 3.)
- 95 ---- Biology at West Base. Typescript, 65 p.
- (5) PETRAS, THEODORE A. Aircraft Operation in the South Polar Regions. Typescript, 3 p. This report was submitted to USAS for transmittal to Bureau of Aeronautics. (Entry 2.)



- 96 POULTER, THOMAS C. The Application of Seismic Methods in the Discovery of New Lands in the Antarctic. Reprint from Armour Engineer and Alumnus, Mar. 1937. 4 p. illustrated.
- (5) PULLEN, WILLIAM. Report on Aircraft Operation in the South Polar Regions. Typescript, 2 p. This report was submitted to USAS for transmittal to the Bureau of Aeronautics. (Entry 2.)
- 97 RAWSON, K. L., and E. H. BRAMHALL. The Determination of the Latitude and Longitude of Little America [II] by Star Sights. Mimeographed issuance, 8 p. Bulletin of the Little America Forum, Vol. 1, No. 5, July 30, 1934.
- (21) RONNE, FINN. Brief Summary of the Southern Sledge Journey [East Base, Nov. 6, 1940-Jan. 28, 1941]. Typescript, 8 p.
- 98 ---- [Log of] the S[outhern] S[ledge] S[urvey] Party. Rough notes in pencil, consisting mainly of numerical notations of bearings and distances.
- ROOS, S. EDWARD. See No. 19.
- SCHLOSSBACH, ISAAC. See No. 119.
- (69) SHIRLEY, CHARLES C. Preliminary Report of Photographic Accomplishments and Photographic Technique Employed at West Base, Little America, III. Typescript, 8 p.
- 99 ---- [Photographic] Observation and Technique, Sub-zero Weather. Typescript, 3 p. (Entry 3.)
- (29) ---- [Preliminary Report on] Photography [West Base]. Typescript, 3 p. (Entry 3.)
- 100 ---- [Report on Proposed Plane Table Camera.] Typescript, 3 p. Also includes rough pencil work sheets. (Entry 3.)
- (21) SIMS, LEWIS S. Medical Summary of East Base, Feb. 12, 1941. Typescript, 2 p.
- 101 SIPLE, PAUL A. General Principles Governing Proper Selection of Clothing for Cold Climates, as Related to the Human Body, Climate and Textiles. Processed, 40 p. with additional tables. According to a note on the title page, this report was prepared for the Standardization Branch, Quartermaster General's Office, Oct. 31, 1941. (Entry 2.)
- 102 ---- General Principles Governing Selection of Clothing for Cold Climates. Typescript, 100 p. with additional 6-page bibliography. A 5-page descriptive list of illustrations is included, but the illustrations themselves are missing.

- 103 SIPLE, PAUL A. Report on Use of the Gyroscopic Drift Sight Loaned by the U. S. Navy. Typescript, 3 p. (Entry 3.)
- (29) ---- [Preliminary Report on] the Ross Shelf Ice and Other Littoral Ice Features . . . Interpreted by Physiographic Features. Typescript, 2 p. (Entry 3.)
- 104 ---- Report on Special Climatic Research [July 25, 1940]. Typescript, 2 p. Concerns research on a "wind chill index." (Entry 3.)
- 105 ---- A Summary of the Activities of the United States Antarctic Expedition, 1939-1941. Typescript, 33 p. This paper was published in the Polar Record, 3:427-449. (Entry 3.)
- (69) ---- First Outline of Plans for Summer Field Operations [West Base, June 4, 1940]. Typescript, 9 p.
- (69) ---- Daily Temperature and Wind Chill Compilations [Mar. 1940-Jan. 1941]. Typescript.
- (69) ---- Tension and Breakaway Tests . . . [of Snow Friction] May-Sept. 1940. Typescript, 11 p. For field notes of these tests, see No. 4.
- 106 ---- Geographical Exploration From Little America III, the West Base. Typescript, 69 p. with map. For an abstract on this subject, see No. 2.
- See also No. 12.
- 107 SIPLE, PAUL A., and CHARLES F. PASSEL. Measurements of Dry Atmospheric Cooling in Subfreezing Temperatures. Typescript, 48 p. with 5 p. bibliography.
- (29) ---- Studies in Relative Comfort (Wind-Chill Index). Typescript, 2 p. (Entry 3.)
- (69) SIPLE, PAUL A., and F. ALTON WADE. Instructions to the Biological Party [West Base, Oct. 13, 1940]. Typescript, 9 p.
- (69) ---- Instructions to the Edsel Ford Mountains Geological Survey Party [West Base, Oct. 15, 1940]. Typescript, 11 p.
- (69) ---- Instructions to the Pacific Coast Survey Party [West Base, Oct. 15, 1940]. Typescript, 12 p.
- (69) ---- General Instructions to the Rockefeller Mountains Seismic Station Personnel. Typescript, 6 p.
- (5) SNOW, ASHLEY C., JR. Report on Aircraft Operation in the South Polar Regions. Typescript, 8 p. This report was submitted to USAS for transmittal to the Bureau of Aeronautics. (Entry 2.)



- (21) SNOW, ASHLEY C., JR. Summary Report, Flight Operations [East Base, Feb. 16, 1941]. Typescript, 2 p.
- 108 SNOW, ASHLEY C., and RICHARD B. BLACK. Flight of 22 December, 1940 to the South West [East Base]. Typescript, 18 p. Log kept by Snow, annotated by Black. Includes a photographic and radio log. Typescript.
- 109 UNITED STATES ANTARCTIC SERVICE. General Instructions to Members of the Scientific Staff. Printed, 11 p. Apparently compiled in 1939 before the expedition left the United States. (Entry 8.)
- (2) WADE, F. ALTON. An Introduction to the Symposium on Scientific Results of the United States Antarctic Expedition, 1939-41. Printed, 1 p. Part of No. 2.
- 110 ---- Progress Report on Cosmic Ray Observations [West Base], June 3, 1940. Typescript, 1 p. (Entry 3.)
- 111 ---- Physical Aspects of the Ross Shelf Ice. Typescript with additional tables, 23 and 7 p. For an abstract of a paper on this subject, see No. 2.
- 112 ---- Narrative Report of Rockefeller Mountains Survey Party [West Base]. Typescript, 25 p.
- 113 ---- Daily Log of Snow Cruiser. Typescript, 102 p. Covers all Wade's activities, in addition to his duties as chief of the Snow Cruiser Unit, for the period Jan. 24, 1940-Jan. 25, 1941.
- 114 ---- Sub-Surface Temperatures [and] Changes in Snow Surface. Typescript, ca. 75 p.
- See also Nos. 19 and (69) under Siple and Wade.
- 115 WADE, F. ALTON, and ARNOLD COURT. Notes on Radiation Measurement [West Base, July 2, 1940]. Typescript, 1 p. (Entry 3.)
- 116 WARNER, LAWRENCE A. Survey Notes, Geological Party, Edsel Ford Ranges, Marie Byrd Land, Antarctica, Nov.-Dec. 1940. Pen-and-ink copy of original, 50 p.
- 117 ---- Field Elevations [West Base]. Pencil work sheets, 15 p. Tabulations of survey data. (Entry 3.)
- (69) ---- Preliminary Report of Geological Research as Conducted at West Base. Typescript, 5 p.
- (29) ---- [Preliminary Report on] Geology [West Base]. Typescript, 3 p. (Entry 3.)

- (69) WARNER, LAWRENCE A. Tractor trip, Little America [West Base] to Rockefeller Mountains, Sept. 1940. Typescript, 5 p.
- 118 ---- Structure and Petrography of the Southern Edsel Ford Ranges, Antarctica. Typescript, 120, 2, 9 p., including bibliography and appendix. Illustrated with photographs and map. For an abstract on this subject, see No. 2.
- See also No. 70.
- 119 WELLS, LORAN, and ISAAC SCHLOSSBACH. Micro-Climatological Studies of Elinor Bolling Valley [West Base]. Typescript, 6 p.
- 120 WIENER, MURRAY A. Report [on] Auroral Activity [West Base, June 10, 1940]. Typescript, 2 p. (Entry 3.)
- 121 ---- Report of Auroral Department, West Base, July 1, 1940. Typescript, 2 p. (Entry 3.)
- 122 ---- Aurora Record. Longhand notes on auroral observations, 53 p. (including blank pages). For a typewritten transcription of these notes, see No. 126.
- 123 ---- Official Log Winter Auroral Sub-Base. Rough notes in pencil, ca. 55 p.
- 124 ---- [Dip Observations at Amberley Substation of Christchurch Magnetic Laboratory, New Zealand, Dec. 1939]. Tabulations of observations and rough computations, in pencil, ca. 50 p.
- 125 WIENER, MURRAY A., and ROY G. FITZSIMMONS. Auroral Observation Forms. Carbon copies of filled-in forms, ca. 90 p. For ribbon copies, see No. 126.
- 126 ---- Auroral Observation Log. Typewritten record of auroral observation program. Also original copies of auroral observation forms, filled in by Wiener and Fitzsimmons. 27 and ca. 150 p.
- See also Nos. 62 and 63.
- 127 AUTHOR UNKNOWN. Operation of Aircraft in the South Polar Regions, 1941. Typescript, 35 p. This report was compiled by the USAS for submission to the Bureau of Aeronautics. It consists of direct quotations from 9 individual reports submitted to the Commanding Officer by USAS aviation personnel. For copies of the individual reports, see Nos. 4 and (4).
- 128 ---- Log of U. S. S. Bear (Excerpts), Sept. 11, 1939-Oct. 10, 1940. Typescript, 35 p.



129. AUTHOR UNKNOWN. Brief Summary of Scientific Objectives of the United States Antarctic Service, 1939-41. Typescript, 6 p. Apparently compiled as of Nov. 1, 1940, showing accomplishments as of that date and future plans to Mar. 1, 1941.
130. ---- Instructions for Making Entries in Trail Logs, West Base. Mimeographed, 2 p. Specifies data to be entered and gives symbols to be used. For trail logs to which these instructions apply, see Nos. 28, 67, and 91.
131. ---- Photographic Log, Flight "A", West Base, Feb. 8-9, 1940. Pencil notations, including bearings. ca. 200 p. (including blank pages). By unidentified member of flight crew.

### Subject Index

The numbers refer to the numbered items in the preceding list. Numbers in parentheses may refer to more than one report on a subject, filed together but listed under different authors.

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## APPENDIX VII

### LIST OF CARTOGRAPHIC AND RELATED RECORDS (ENTRIES 20, 21, and 22)

In this list of maps parts of the description that have been copied from the maps are within quotation marks. The rest of the description is based upon an inspection of the map. When the scale is not given on the map the compiler computed the approximate scale. The dimensions given are to the edge of the sheet. Only the most significant information shown on the map is noted in the description; many maps include additional and often profuse detail of but secondary importance to the overall purpose of the map.

#### General Records (Entry 20)

1. "Antarctica. March 3, 1939. Azimuthal equal-area projection. Scale 1:16,000,000." Approximately 250 statute miles or 212 nautical miles to 1 inch. Printed map on paper. Map shows place names and the route of the Ellsworth expedition of November-December 1935 to Little America and indicates the fringe of the Antarctic Continent by gray shading. Area covered: from latitude S. 52° to the South Pole. Dimensions: 26 x 21 inches.

2. "Basic Communication Plan. United States Antarctic Service. Washington, D. C. 11, July, 1939. (Revised 28, Oct. 1939)." Blueprint. Plan shows types of long distance communication, long range operations, local operations, emergency and field communication, tractor operations, dog sled operations, aircraft operations, direction-finder equipment, and trail equipment for West Base (Ross Sea), East Base (Palmer Land), outposts, and Pacific Coast Base. Dimensions: 30 x 35½ inches.

#### East Base Records (Entry 21)

3. "Antarctic Regions, East Base and Vicinity. . . . Mercator projection. Scale 1 degree Longitude equals 9 inches. Drawn by D. C. Hilton, Surveyor." Manuscript map (in ink) on paper. "Data from sledging trips of Knowles-Hilton-Darlington-Dorsey-Healy-Musselman-Dolleman and plane flights." Relief shown by contour. Place names, elevations, triangulation and other control points, and caches are shown. A finished drawing. Area covered: latitude S. 67° 30' to 68° 30' and longitude W. 64° 30' to 67° 20'. Dimensions: 35½ x 26½ inches.

4. "Antarctic Regions. Palmer Peninsula Area. . . . East Base. Polyconic projection. Heights in feet above sea level. Drawn by D. C. Hilton, Surveyor." Scale 10 nautical miles equals 1 inch. Manuscript map (in ink, pencil, and colors) on paper. "Data from sledging trip of Knowles-Hilton-Darlington and plane flights of Black, Snow, Perce, Ronne, Dyer, Carroll." Essentially an outline map with some terrain shown by contour and spot elevations. Map shows camp sites, numbers indicating available photography, flight line, sledge routes, place names, and shore line features. A



partially finished map, portions being in rough pencil outline. Area covered: approximately latitude S.  $67^{\circ}$  to  $71^{\circ}$  and longitude W.  $60^{\circ}$  to  $70^{\circ}$ . Dimensions:  $36 \times 27\frac{1}{2}$  inches.

5. "Antarctic Regions. Palmer Peninsula Area. . . . East Base. Polyconic projection. Scale 10 nautical miles per inch. Drawn and compiled by J. Glenn Dyer, Cadastral Engineer, United States General Land Office." Manuscript map (in ink and pencil) on paper. "From sledge trips of Ronne, Eklund, Hilton, Knowles, Darlington, Dyer, Musselman, Healy. Flights of Black, Snow, Perce, Carroll and Dyer. Delineation of King George the Sixth Sound from surveys of Rymill--British Graham Land Expedition, 1935-1937." Essentially an outline map with shore lines, principal place names and features, flight lines and sledging routes, annotations along routes, and elevations shown. A partially finished map, portions being in rough pencil outline. Area covered: approximately latitude S.  $70^{\circ}$  to  $78^{\circ}$  and longitude W.  $49^{\circ}$  to  $75^{\circ}$ . Dimensions:  $54 \times 36$  inches.

6. "East Base. Palmer Peninsula, Antarctica. . . . Operations Chart. From Available Sources. Isogonic Lines from Observations of 1940 & 1941. Mercator Projection. Scale 1 degree Longitude equals 1 inch, [or approximately 70 miles to 1 inch]. Drawn by J. Glenn Dyer, Cadastral Engineer, General Land Office." Manuscript map (in colored ink and pencil) on paper. Map shows place names, routes of aircraft flights from May 20 to December 30, 1940, trail operations, new discoveries and delineation of conjectural positions, and delineation of coastline by former expeditions. Area covered: approximately latitude S.  $66^{\circ} 45'$  to  $77^{\circ} 30'$  and longitude W.  $59^{\circ}$  to  $87^{\circ}$ . Dimensions:  $41 \times 30$  inches.

7. "East Base. . . . Stonington Island. Palmer Peninsula Antarctica. Plane Projection. Contour interval 5 feet. Datum mean sea level. Drawn by J. Glenn Dyer, Cadastral Engineer, United States General Land Office." Scale approximately 85 feet to 1 inch. Manuscript map (in ink and pencil) on paper. Map shows elevations by contours, triangulation points, and the location of landing beaches, tractor trails, buildings, food and fuel caches, the central radio antenna tower, and the United States General Land Office base and meridian station. Location: approximately latitude S.  $68^{\circ} 11' 39.8''$  and longitude W.  $67^{\circ} 02' 43.6''$ . Dimensions:  $30 \times 41$  inches.

8. "Antarctic Regions. Pacific Coast Area. . . . East Base. Polyconic projection. Scale 10 nautical miles per inch. Drawn and compiled by Finn Ronne, Transportation Engineer." Manuscript map (in ink and pencil) on paper. "Data from sledging trip of Ronne--Eklund and plane flights of Black-Snow-Perce-Ronne-Carroll--and all available sources." Essentially an outline planimetric map with shore lines, principal place names and features, flight lines and sledging routes, and annotations along routes shown. A finished drawing. Area covered: approximately latitude S.  $68^{\circ}$  to  $74^{\circ}$  and longitude W.  $63^{\circ}$  to  $93^{\circ}$ . Dimensions:  $36 \times 56$  inches.

9. United States Hydrographic Office Plotting Sheet bearing a penciled title "Trail Chart Lat  $67^{\circ}$ - $45'$  to Lat  $70^{\circ}$ -00 -- Hilton" showing the route



of the sledging party. Mercator projection. Scale approximately 6 miles equals 1 inch at S. latitude  $69^{\circ}$ . Manuscript map (in ink and pencil) on paper. Appears to be the original field survey sheet, with information added as to terrain (shown by contour and form line), route of sledging party, triangulations, place names, spot elevations, and position angles. Area covered: approximately latitude S.  $67^{\circ} 45'$  to  $70^{\circ}$  and longitude W.  $64^{\circ}$  to  $68^{\circ}$ . Dimensions: 26 x 18 inches.

10. "Ground Control Points (East Base and Vicinity) Polyconic Projection - Scale 1 inch equals 1 nautical mile. Elevations in feet above mean sea level. Sledge Tracks - J. E. Healy and H. G. Dorsey, Jr. . . . Dorsey-Hilton N. E. Glacier Trail Chart." Signed by H. G. Dorsey, Jr., March 12, 1941. Manuscript map (in ink and pencil) on paper. Shows locations of survey stations and physical features by numbers and terrain by contour and form lines. Area covered: approximately latitude S.  $67^{\circ} 55'$  to  $68^{\circ} 15'$  and longitude W.  $66^{\circ} 30'$  to  $67^{\circ} 15'$ . Dimensions:  $20\frac{1}{2}$  x  $19\frac{1}{2}$  inches.

11. "Hilton's Weddell Coast - Trail Chart, Lat.  $70^{\circ}$  to  $72^{\circ}$ ." Scale approximately 10 miles to 1 inch at  $71^{\circ}$  S. latitude. Manuscript map (in pencil and ink) on paper. Apparently a field sheet showing trail, area covered by dates, and a few place names with part from  $71^{\circ}$  to  $72^{\circ}$  marked void and corrected in inset. Area covered: approximately latitude S.  $69^{\circ} 53'$  to  $72^{\circ}$  and longitude W.  $60^{\circ}$  to  $63^{\circ}$ . Dimensions:  $21\frac{1}{2}$  x  $15\frac{1}{2}$  inches.

12. "Palmer Archipelago. Melchior Harbour. From a Sketch Survey by Lieut. Commr. J. M. Chaplin, R. N., Assisted by Midn. W. P. O'Connor, RNR RRS 'Discovery' 1927. [Copied by] Leonard M. Berlin, C. Eng. G. L. O." Scale approximately 1,660 feet to 1 inch. Manuscript map (in pencil) on orange-line coordinate paper. Map shows place names and soundings. Area covered: approximately latitude S.  $64^{\circ} 17'$  to  $64^{\circ} 20'$  and longitude W.  $62^{\circ} 48'$  to  $62^{\circ} 58'$ . Dimensions: 18 x  $19\frac{1}{2}$  inches.

13. Unfinished sketch labeled on back in pencil "Trail Plot -- J. G. Dyer." Manuscript map (in pencil and ink) on paper. Map shows sledge trails, nunataks and knolls by hachures and numbers, crevasses, and triangulation points. Scale approximately 5 miles equals 1 inch. Area covered: approximately latitude S.  $69^{\circ}$  to  $71^{\circ} 45'$  and longitude W.  $62^{\circ}$  to  $68^{\circ}$ . Dimensions: 56 x 30 inches.

14. East half of United States Hydrographic Office Chart No. 5411, 1st Edition, Nov. 1939, bearing a penciled title "Hilton's Trail Chart, H. O. No. 5411." Scale  $1^{\circ}$  longitude equals 1 inch. Chart bears annotations in pencil and shows in colored ink the route of flight to and from East Base, the southbound sledging trail from November 19 to December 22, 1940, and the northbound trail from December 22, 1940, to January 17, 1941. Area covered: latitude S.  $63^{\circ}$  to  $73^{\circ}$  and longitude W.  $60^{\circ}$  to  $77^{\circ} 30'$ . Dimensions: 29 x 18 inches.

15. "Andersen Harbour, Melchior Islands--Dallman Bay, Antarctic. [By] R. A. Butler. Surveyed by Leonard M. Berlin, Cadastral Engineer, G. L. O. Soundings by Leonard M. Berlin and Charles C. Shirley, P. I. C."



Scale approximately 300 feet equals 1 inch. Manuscript map (in ink) on paper. An outline compiled planimetric map which shows shore lines, elevations, and principal place names and features and indicates depths of harbor in fathoms and "fair holding ground between Anchorage Is. and Chain Point." Location: approximately latitude S.  $64^{\circ} 18' 28''$  and longitude W.  $62^{\circ} 52' 59''$ . Dimensions: 34 x 40 inches.

16. Map without title of Andersen Harbor, Melchior Island--Dallman Bay, Antarctic. By "Leonard M. Berlin, Cadastral Engineer, General Land Office." Scale approximately 300 feet equals 1 inch. A manuscript map (in blue and black pencil and red ink) on green-line coordinate paper. Map shows shore lines, elevations, and principal place names and features and indicates depths of harbor in fathoms, and "Fair holding ground between Anchorage Is. and Chain Pt." Location: approximately latitude S.  $64^{\circ} 18' 38''$  and longitude W.  $62^{\circ} 52' 59''$ . Dimensions: 26 x 33 inches.

17. Map without title in two overlapping sheets, one of which is signed "Finn Ronne," of George VI Sound area showing route of sledge trip and return from Wordie Shelf Ice Cache, labeled station No. 1, approximately S. latitude  $69^{\circ} 30'$  and W. longitude  $66^{\circ} 55'$  south and westerly to a point approximately S. latitude  $72^{\circ} 32'$  and W. longitude  $76^{\circ} 50'$ . Scale 10 nautical miles equals 1 inch. Unfinished manuscript map (in ink and pencil) on yellow polyconic plotting sheet showing route in red pencil and stations Nos. 1-12 in red ink. Information along route includes dates, elevations, magnetic variations, terrain descriptions, and references to sheets by numbers. Area covered by the two sheets: approximately latitude S.  $69^{\circ}$  to  $76^{\circ}$  and longitude W.  $61^{\circ}$  to  $76^{\circ}$ , and latitude S.  $69^{\circ}$  to  $73^{\circ} 45'$  and longitude W.  $72^{\circ}$  to  $94^{\circ}$ . Dimensions of each sheet: 30 x  $40\frac{1}{2}$  inches.

18. Sketch showing outline of Walgreen Coast, Antarctica, route of ship from which United States Antarctic Expedition flight observations were made, and route with furthest point south reached by Capt. James Cook's expedition of 1774. Scale approximately 45 miles equals 1 inch at  $71^{\circ}$  S. latitude. Positive photostat of a manuscript sketch which shows routes of plane flights of February 24, 25, and 27, 1940 (?), and includes information pertaining to flight of February 27 and appearance of the coast. Annotated in colored pencil to show additional longitude and latitude lines. Area covered: approximately latitude S.  $67^{\circ}$  to  $76^{\circ}$  and longitude W.  $86^{\circ}$  to  $140^{\circ}$ . Dimensions: 17 x 29 inches.

19. Rough sketch showing plane flights and other operations southwest of Peter I Island in the vicinity of Walgreen Coast, Antarctica. Scale approximately 28 miles equals 1 inch at  $71^{\circ}$  S. latitude. Enlarged positive photostat of a manuscript sketch apparently showing the plane flights of February 24, 25, and 27 and the route of the ship and its positions from February 21 to 28, 1940 (?). Lines and hachures added in colored ink evidently indicate a correction of coast line and location of mountains. Area covered: approximately latitude S.  $70^{\circ}$  to  $76^{\circ}$  and longitude W.  $83^{\circ}$  to  $114^{\circ}$ . Dimensions: 21 x 23 inches.



West Base Records (Entry 22)

20. "U. S. Antarctic Service. West Base - Little America III, Bay of Whales - Antarctic. Occupied Jan. 1940-41. Surveyed Jan. 27, 1941, by Leonard M. Berlin, Cadastral Engineer, G.L.O. [by] R. A. Butler." Scale 50 feet equals 1 inch. Manuscript drawing (in ink) on paper. Drawing shows the location of quarters and installations at the West Base and includes an inset of the headquarters for personnel on the scale of 30 feet to 1 inch. Location: approximately latitude S.  $78^{\circ} 30'$  and longitude W.  $164^{\circ}$ . Dimensions:  $29\frac{1}{2} \times 32$  inches.

21. "Chart of Flight Operations. Marie Byrd Land. Projection: Azimuthal Equidistant. Scale 1:2,661,120 [approximately  $42\frac{1}{2}$  statute miles equals 1 inch]. Plotted and drawn at Syracuse University by Raymond A. Butler--Cartographer U. S. Antarctic Service, Little America III." Manuscript map (in ink) on paper. "Sources: Beardmore Gl. region and Liv Gl. to Thorne Gl. from maps compiled by the American Geographical Society of New York. King Edward VII and Marie Byrd Lands from map by U. S. Hydrographic Office. Beardmore Gl. to Liv Gl.; eastern limit of Ross Shelf Ice; outline of Roosevelt Island; coast line east of Jacob Ruppert Coast; crevasses; pressure ridges and flight tracks from original plottings made by Dr. Paul A. Siple, West Base Leader." Chart shows place names, crevasses, pressure ridges, and flight lines from October 4 to December 18, 1940. Area covered: approximately latitude S.  $73^{\circ}$  to  $89^{\circ}$ ; longitude W.  $115^{\circ}$  to  $180^{\circ}$  and longitude E.  $150^{\circ}$  to  $180^{\circ}$ . Dimensions:  $41\frac{1}{2} \times 27\frac{1}{2}$  inches.

22. "Chart of Trail Operations. Marie Byrd Land." This map is similar to the preceding one in projection, scale, compiler, type, sources, and area covered. Instead of flight tracks it shows trail routes of biological, geological, and other parties. The trail routes are from original plottings made by Paul A. Siple. Dimensions:  $42 \times 29$  inches.

23. "Chart of Flight Operations. Ross Sea Area. . . . Projection: Azimuthal Equidistant. Scale 1:2,661,120 [approximately  $42\frac{1}{2}$  statute miles equals 1 inch]. Plotted and drawn at Syracuse University by Raymond A. Butler--Cartographer U. S. Antarctic Service; Little America III." Manuscript map (in ink) on paper. "Sources: Coulman Is. to Beardmore Gl; Liv Gl. to Thorne Gl. from maps compiled by the American Geographical Society of New York. King Edward VII and Marie Byrd Lands from map by U. S. Hydrographic Office. Eastern limit of Ross Shelf Ice, outline of Roosevelt Island, crevasses, pressure ridges and flight tracks from original plottings made by Dr. Paul A. Siple, West Base Leader." Chart shows place names, crevasses, pressure ridges, and flight lines from December 7 to December 12, 1940. Area covered: approximately latitude S.  $73^{\circ}$  to  $89^{\circ}$ ; longitude W.  $135^{\circ}$  to  $180^{\circ}$  and longitude E.  $150^{\circ}$  to  $180^{\circ}$ . Dimensions:  $41\frac{1}{2} \times 26$  inches.

24. Unfinished chart, without title, of operations in Marie Byrd Land, Ross Shelf Ice, and Ross Sea Area. "Compilation and Drafting By Raymond A. Butler. Interrupted June 30, 1942." Scale approximately 45 miles to



1 inch. Manuscript chart (in ink) on paper. Chart shows place names and routes of the U. S. S. Bear and U. S. M. S. North Star in 1940-41. No legend is given but symbols evidently indicate crevasses, pressure ridges, and flight lines. Area covered: approximately latitude S.  $73^{\circ}$  to  $80^{\circ}$ ; longitude W.  $80^{\circ}$  to  $180^{\circ}$  and longitude E.  $125^{\circ}$  to  $180^{\circ}$ . Dimensions:  $39\frac{1}{2}$  x  $39\frac{1}{2}$  inches.

25. "Marie Byrd Land. By Comr. H. O. [E], Saunders. From Survey by Marie Byrd Land Party B. A. E. II. Projection Lambert's Conformal Conic with two Standard Parallels. [Compiled by] R. A. Butler." Scale approximately 3 nautical miles to 1 inch. Manuscript chart (in ink) on paper. Chart shows Siple's track and stations, from the vicinity of Mt. Grace McKinley to the vicinity of the Raymond Fosdick Mountains and Wade's track in the vicinity of Saunders Mt. Peaks are indicated by numbers, some by two different numbers, one of which is enclosed in a box and labeled "Saunders." Area covered: approximately latitude S.  $76^{\circ}$  to  $78^{\circ}$  and longitude W.  $143^{\circ}$  to  $150^{\circ}$ . Dimensions:  $38\frac{1}{2}$  by 37 inches.

26. "Marie Byrd Land. Projection Lambert's Conformal Conic with Two Standard Parallels. By Leonard M. Berlin, Cadastral Engineer, G. L. O. Drawn at Little America III During the Winter Night of 1940. From Aerial Photographs Taken on Marie Byrd Land Flight, Feb. 9, 1940, by Charles Shirley, P. I. C. [By] R. A. Butler." Scale approximately 3 nautical miles to 1 inch. Manuscript map (in ink) on paper. This is an unfinished map bearing only the names of a few mountains and many numbered points. Area covered: approximately latitude S.  $75^{\circ} 30'$  to  $77^{\circ} 45'$  and longitude W.  $139^{\circ}$  to  $147^{\circ}$ . Dimensions:  $39\frac{1}{2}$  x  $42\frac{1}{2}$  inches.

27. "Geologic Map of Southern Edsel Ford Ranges. Geology by Wade, Siple, Passel, Warner, and others. Compiled by L. A. Warner, 1942." Scale 3 nautical miles equals 1 inch. Manuscript map (in ink) on tracing cloth. In addition to geologic information the map shows names of glaciers and mountains and indicates principal mountain peaks by numbers. Area covered: approximately latitude S.  $76^{\circ}$  to  $78^{\circ}$  and longitude W.  $142^{\circ}$  to  $148^{\circ}$ . Dimensions: 37 x 30 inches.

28. Four overlapping sheets without title, signed by Raymond A. Butler, of part of Marie Byrd Land in the vicinity of Ruppert Coast and the Edsel Ford Ranges. Scale approximately 1 mile equals 1 inch. An unfinished manuscript drawing (in ink and pencil) on yellow paper, one sheet of which has an overlay on tracing paper. Sheets bear numbered points (to which hachures have been added south of  $76^{\circ} 25'$  S. latitude to show relief), triangulation stations, and undesignated lines. Area covered by the four sheets; approximately latitude S.  $75^{\circ} 57'$  to  $77^{\circ} 3'$  and longitude W.  $143^{\circ} 30'$  to  $146^{\circ} 30'$ . Dimensions of each sheet 41 x 30 inches.

29. United States Hydrographic Office Chart No. 5412. "Pacific Ocean. Antarctic Regions. 1st Edition, Sept. 1939. Mercator Projection." Scale approximately 15 miles equals 1 inch at  $79^{\circ}$  S. latitude. Printed chart, annotated in pencil and colored ink to show correction of coastline and



location of mountains, glaciers, etc. Area covered: latitude S.  $70^{\circ}$  to  $80^{\circ}$  and longitude W.  $130^{\circ}$  to  $165^{\circ}$ . Dimensions: 41 x 35 inches.

30. United States Hydrographic Office Chart No. 5412. "Pacific Ocean. Antarctic Regions. 1st Edition, Sept. 1939. Mercator Projection." Scale approximately 18 miles equals 1 inch at  $79^{\circ}$  S. latitude. Reduced positive photostat of an annotated printed map showing operations in Marie Byrd Land and King Edward VII Land with an extension of map and grid lines to the east showing, in manuscript, additional corrections to coast and several unidentified lines between  $73^{\circ}$  and  $77^{\circ}$  S. latitude and  $120^{\circ}$  to  $147^{\circ}$  W. longitude. Area covered by chart and extension: approximately latitude S.  $72^{\circ}$  to  $80^{\circ}$  and longitude W.  $120^{\circ}$  to  $165^{\circ}$ . Dimensions: 30 x 38 inches.

31. Unfinished map without title of operations in Marie Byrd Land and Ross Shelf Ice area with various unidentified annotations in color and pencil. Scale approximately 40 miles to 1 inch at S. latitude  $83^{\circ}$ . Annotated positive photostat. Area covered: approximately latitude S.  $77^{\circ}$  to  $88^{\circ}$ ; longitude W.  $100^{\circ}$  to  $180^{\circ}$  and longitude E.  $150^{\circ}$  to  $180^{\circ}$ . Dimensions: 24 x  $30\frac{1}{2}$  inches.





For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Section, National Archives, General Services Administration, Washington 25, D. C.





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PRELIMINARY



INVENTORIES

Number 91

CARTOGRAPHIC RECORDS OF THE PANAMA CANAL

Compiled by James Berton Rhoads

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956





PRELIMINARY INVENTORY OF THE CARTOGRAPHIC RECORDS  
OF THE PANAMA CANAL

(Record Group 185)

Compiled by James Berton Rhoads



The National Archives  
National Archives and Records Service  
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## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 270-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 4,700 rolls of this microfilm, described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

After early explorations had failed to uncover a natural waterway across Central America from the Atlantic to the Pacific Ocean, numerous plans, schemes, and financial arrangements were developed for digging a canal. In 1869 President Grant instructed the Chief of the Bureau of Navigation to organize expeditions for surveying possible isthmian canal routes. These surveys were made during the period 1870-75 by Navy personnel and on March 15, 1872, the President appointed an Interoceanic Canal Commission to appraise the survey reports. On February 7, 1876, the Commission announced a unanimous decision in favor of a route across Nicaragua.

In 1881 the Republic of Nicaragua awarded to the Provisional Interoceanic Canal Society the right to construct a canal which, after 99 years, would revert to Nicaragua. This concession was allowed to lapse, but another was obtained in 1887, in favor of the Nicaragua Canal Association, which concession was in turn assumed by the Maritime Canal Company of Nicaragua, a privately financed company incorporated by the United States Congress on February 20, 1889. The latter company was directed to report annually to the Secretary of the Interior, but its work was suspended in 1893 when no more funds were available.

President Cleveland then appointed a United States Nicaragua Canal Board, popularly known as the Ludlow Commission (its Chairman was Lt. Col. William Ludlow), to investigate and report on the technical and financial aspects of constructing a Nicaraguan canal. The Board advised a re-examination of the canal route. On July 29, 1897, President McKinley appointed a Nicaragua Canal Commission, which completed its surveys of various routes in February 1899. On June 10, 1899, he created the Isthmian Canal Commission to decide which of several possible canal routes would be most feasible. At first the Commission reported in favor of the Nicaragua route, but when the French, after futile attempts to construct a canal, offered the United States their rights and property in Panama for \$40 million the Commission reversed its decision in favor of the route across Panama.

It was in 1876 that the Société Civile Internationale du Canal Interoceanique was organized in Paris to make surveys and explorations for a canal across the Isthmus of Panama. In May 1879 an international congress under the auspices of Ferdinand de Lesseps, builder of the Suez Canal, met in Paris and decided to build a sea-level canal in Panama. On March 3, 1881, the Compagnie Universelle du Canal Interoceanique, headed by de Lesseps, was incorporated under French law. Further investigation showed that a sea-level canal could not be built in Panama and plans for a lock-type canal were approved, but the Compagnie Universelle was soon bankrupt and a liquidator was appointed early in 1889. He was empowered to continue the construction work if possible, or to cede the assets to any new company. Work was finally suspended on May 15, 1889.



On October 20, 1894, the Compagnie Nouvelle du Canal de Panamá was incorporated with the assets and property of the old Compagnie Universelle. By 1898, however, the new company was ready to give up the seemingly insurmountable task and its work had practically ceased. It was in the following year that the French offered to the United States their rights and property in Panama.

The Spooner Act of June 28, 1902 (32 Stat. 481), authorized the President to purchase the assets of the Compagnie Nouvelle du Canal de Panamá, including its shares in the Panama Railroad Company, at not more than \$40 million, and to appoint a new Isthmian Canal Commission to construct the canal and necessary works.

The Hay-Bunau-Varilla Treaty between the United States and the new Republic of Panama, which granted in perpetuity to the United States the use, occupation, and control of a 10-mile wide strip across Panama, was proclaimed on February 26, 1904, and on May 4 of that year the United States took possession of the canal site. A new Isthmian Canal Commission was then named.

On January 8, 1908, Lt. Col. George W. Goethals was appointed Engineer-in-Chief and Chairman of the Isthmian Canal Commission, subject only to the Secretary of War and the President. Under his leadership construction steadily advanced and the Panama Canal was opened to commercial traffic on August 15, 1914.

The Panama Canal Act of 1912 (37 Stat. 560) provided that the 10-mile wide strip of land be designated the Canal Zone and the canal within it the Panama Canal. The act authorized the President, when he believed the canal sufficiently near completion, to discontinue the Isthmian Canal Commission and to establish the government for the canal and the Canal Zone. Effective April 1, 1914, an Executive order abolished the Commission and put into effect the organization provided for by the 1912 act. The Commission Chairman, Lieutenant Colonel Goethals, became the first Governor of the independent Government agency known as The Panama Canal and the President of the Panama Railroad Company.

An act of September 26, 1950 (64 Stat. 1038), provided that The Panama Canal be henceforth known as the Canal Zone Government, and that its functions be limited to maintaining the civil government (including health, sanitation, and protection) of the Canal Zone. The operation and maintenance of the canal itself was charged, by the same act, to the Panama Canal Company, which replaced the Panama Railroad Company and continued its functions of conducting business operations incident to the operation and maintenance of the canal and incident to the civil government of the Canal Zone. The Governor of the Canal Zone is also president of the Panama Canal Company. A list of the Governors of The Panama Canal and the Canal Zone appears at the end of this introduction.



In addition to the property and rights, the United States was ceded the archives of the two French companies. When the Americans took over the Panama Administration Building about half the French records there were destroyed to make available additional working space. The destruction was halted by Maj. Gen. George W. Davis, a member of the Isthmian Canal Commission. Classification and consolidation of the remaining records was begun in 1914 by the Record Bureau of the Panama Canal.

The cartographic records described in this inventory are only a part of the records in Record Group 185, Records of The Panama Canal, in the National Archives. As of July 1, 1955, they numbered approximately 9,240 items and amounted to about 125 cubic feet in volume. The textual records of The Panama Canal, in the same record group, are described in an unpublished inventory compiled by Richard Giroux.

Within each entry of the inventory the series of records is described only in general terms. The title of each entry includes the number of items and their measurement in terms of linear feet or inches. In appendix I, however, the individual items or groups of items comprising each series are listed in the order of their arrangement with the file designation and a brief description for each. Appendix II consists of three alphabetical indexes (each for a different geographical area) to places named in the identifications given in appendix I.

Related records in the National Archives are in Record Group 19, Records of the Bureau of Ships; among the cartographic records in Record Group 37, Records of the Hydrographic Office; in Record Group 59, General Records of the Department of State; among records of the Patents and Miscellaneous Division in Record Group 48, Records of the Office of the Secretary of the Interior; and among the cartographic records in Record Group 77, Records of the Chief of Engineers.

#### Governors of The Panama Canal and the Canal Zone

|                             |         |
|-----------------------------|---------|
| Lt. Col. George W. Goethals | 1914-17 |
| Lt. Col. Chester Harding    | 1917-21 |
| Col. Jay J. Morrow          | 1921-24 |
| Col. Meriwether L. Walker   | 1924-28 |
| Col. Harry Burgess          | 1928-32 |
| Col. Julian L. Schley       | 1932-36 |
| Col. Clarence S. Ridley     | 1936-40 |
| Maj. Gen. Glen E. Edgerton  | 1940-44 |
| Brig. Gen. J. C. Mehaffey   | 1944-48 |
| Brig. Gen. F. K. Newcomer   | 1948-52 |
| Brig. Gen. John S. Seybold  | 1952-   |





## CARTOGRAPHIC RECORDS OF THE PANAMA CANAL

### Records of the Compagnie Universelle du Canal Interoceanique

This organization was incorporated March 3, 1881, under the directorship of Ferdinand de Lesseps. It purchased a 99-year concession obtained earlier by Lucien N. B. Wyse from Colombia, and spent the next few years in surveys and other preliminary work. By 1887 it became apparent that a sea-level canal was not feasible and De Lesseps resigned. Plans for a lock-type canal were approved in the same year and work continued until the company was declared bankrupt and was dissolved by judgment of the Tribunal Civil de la Seine on February 4, 1889.

GENERAL MAPS OF THE PANAMA CANAL ROUTE. 1881-1900. 2 ft. 154 items. 1

Large-scale general maps, contour maps, progress maps, harbor plans, and cross sections and profiles of terrain, mostly manuscript. Many of the items were prepared during preliminary surveys of the route for the proposed sea-level canal and a large part of the maps are of the rivers that were to be utilized in building that type of canal. A number of maps bearing dates after 1889 would indicate that the Compagnie Nouvelle du Canal de Panamá interfiled many of its maps with those of the earlier company. As this unit of records was already arranged in an alphabetic-numeric system when it arrived at the National Archives, no attempt has been made to rearrange them. For a listing of the records in this and the following series, see appendix I.

DETAILED MAPS AND PLANS OF THE PANAMA CANAL. 1881-97. 51 ft. 6,620 items. 2

Manuscript topographic maps, geological profiles, progress maps, town-site plans, harbor plans and soundings, cross sections and profiles of excavations, and plans of dams, locks, hospitals, shops and other buildings, equipment, and machinery. This series contains the more detailed working maps and plans for the canal. Again, many of the items appear to belong more properly to the period of the Compagnie Nouvelle, but it has not been deemed advisable to break up a series of records already arranged in a satisfactory numerical sequence.

### Records of the Compagnie Nouvelle du Canal de Panamá

The Compagnie Nouvelle was incorporated on October 20, 1894, with the assets and property of the Compagnie Universelle. After 5 years of inactivity work on the Panama Canal was resumed on a limited scale.

Because of mounting financial difficulties which were aggravated by the likelihood that the United States would construct a canal across Nicaragua, the directors decided to sell the property and rights, if possible, to the United States for \$40 million. The transaction, at that figure, was completed, and the United States occupied the site of the canal on May 4, 1904.



CROSS SECTIONS, PROFILES, AND AREA MAPS OF THE PANAMA CANAL. 1889-95.

10 in. 493 items.

3

Manuscript maps of the Panama Railroad line and various areas near the canal, and cross sections, plans, and profiles of dams, locks, excavations, and terrain. Many of the cross sections and profiles are from the interim period between the first and second French companies when work was carried on by a liquidator appointed by the Tribunal Civil de la Seine. Arranged numerically.

PROFILES OF PANAMA CANAL EXCAVATIONS. ca. 1897. 4 in. 85 items.

4

Manuscript profiles of canal excavations drawn at close intervals from kilometer 0.0 (the Atlantic coast) to kilometer 68.13 (the Pacific coast). Arranged in a numerical sequence.

SECTIONAL MAPS OF THE PANAMA CANAL AREA. ca. 1899.  $\frac{1}{2}$  in. 46 items.

5

Large-scale published sectional maps showing the route of the canal and the locations of towns, dams, locks, watercourses, and topographical features. A small-scale annotated map serves as an index to the area covered by each of the sectional maps. Arranged numerically.

PUBLISHED PORTFOLIOS AND REPORTS OF THE TECHNICAL COMMITTEE. 1899. 3 in.

44 items.

6

Contain general maps, plans, profiles, and cross sections showing the progress of construction on the canal, and plans, profiles, and other drawings illustrating such projects of the company's Technical Committee as locks, dams, and railroads. Arranged for the most part numerically.

MAPS OF LAGO DE ALHAJUELA. ca. 1898.  $\frac{1}{2}$  in. 5 items.

7

Large-scale manuscript maps of Lago de Alhajuela, showing topographic contours of the surrounding area. Arranged numerically.

MAPS OF LAGO DE BOHIO. ca. 1898.  $\frac{1}{2}$  in. 7 items.

8

Large-scale manuscript maps of Lago de Bohio, showing topographic contours of the surrounding area. Arranged numerically.

AREA MAPS OF THE PANAMA CANAL. 1894-99. 4 in. 50 items.

9

Mainly manuscript and published maps of limited areas along the canal route, but including also plans and charts indicating the progress of dredging in the port of La Boca. Many of the maps are in color and most of them depict contour lines. Arranged numerically.

Records of the Nicaragua Canal Commission

On July 29, 1897, the Nicaragua Canal Commission was appointed by President McKinley, pursuant to an act of June 4, 1897 (30 Stat. 59), to re-examine the proposed canal route and prepare an estimate of construction costs.

The Commission, popularly known as the first Walker Commission, was composed of Rear Adm. John G. Walker as Chairman, Lewis M. Haupt, professor of civil engineering at the University of Pennsylvania, and Capt. O. M. Carter, of the Corps of Engineers, who was later replaced by Col. Peter C. Hains.



The Survey was completed in February 1899 and in the following month the Commission reported to the President that a canal across Nicaragua would cost an estimated \$118,113,790.

#### RECORDS OF THE SURVEYS OF PROJECTED CANAL ROUTES ACROSS NICARAGUA.

1895-99. 4 in. 125 items.

Mainly published and manuscript maps, profiles, and cross sections of the routes proposed by the Child, Haupt, Lull, Menocal, and Walker surveys. Also included is a unit of 20 large-scale manuscript sectional maps, with an index map, of the entire Nicaragua Canal area, showing the Child, Lull, and Menocal routes. Arranged numerically. 10

#### MAPS AND OTHER RECORDS RELATING TO PROJECTED CANAL ROUTES ACROSS

NICARAGUA. 1895-99. 1 ft. 322 items.

Manuscript and blueprint cross sections, profiles, and maps of the Child, Ehle, Evans, Lull, and Menocal routes; profiles of dams, embankments, and wasteways; harbor plans for Greytown (San Juan del Norte) and Brito; sounding records made by the U. S. S. Newport in Greytown Harbor and along the Caribbean coast; excavation notes; technical estimates and computations; rainfall statistics; and what appear to be fragmentary records of the Maritime Canal Company of Nicaragua. Arranged numerically, N-1 through N-165. 11

#### Records of the Isthmian Canal Commissions

On March 3, 1899, Congress authorized President McKinley to have an exhaustive series of investigations made to determine the most practical canal route that should be owned and controlled by the United States.

Accordingly, on June 10, 1899, he appointed the first Isthmian Canal Commission, popularly known as the second Walker Commission. Like the Nicaragua Canal Commission it was composed of Rear Adm. John G. Walker as Chairman, Prof. Lewis M. Haupt, and Col. Peter C. Hains.

The Commission was to investigate the Nicaragua, Panama, Darien, and San Blas canal routes. Because of the amount of work involved other Commissioners were later appointed, as follows: Alfred Noble, George S. Morrison, and William H. Burr (all civil engineers); Lt. Col. Oswald H. Ernst, Corps of Engineers; ex-Senator Samuel Pasco of Florida; and Emory Richard Johnson, an economist and transportation expert.

In its report of November 1901 the Commission narrowed the choice to the Nicaragua and the Panama routes and recommended the Nicaragua route. Cost of the Nicaragua project was estimated at \$189,864,062; cost of the Panama project, at \$144,233,358, plus the cost of concessions and the purchase of the rights and property of the Compagnie Nouvelle. In December the liquidator of the Compagnie Nouvelle offered to sell the French rights and property to the United States for \$40 million and on January 18, 1902, the Commission issued a supplemental report recommending that the French offer be accepted and that the Panama rather than the Nicaragua route be utilized.



The Spooner Act of June 28, 1902, authorized President Theodore Roosevelt to buy out the French company for \$40 million and to appoint a new Isthmian Canal Commission to supervise actual construction of the canal. Three separate commissions were successively appointed pursuant to the act. Rear Adm. John G. Walker headed a commission that served from 1904 to 1905; Theodore Perry Shonts was chairman of a second commission from 1905 to 1907; and Lt. Col. George W. Goethals headed the third commission, under which most of the heavy construction work took place, from 1907 to 1914.

Most of the cartographic records described below are those of the first Isthmian Canal Commission (the second Walker Commission), 1899-1902, although some records from the later commissions are included.

MAPS, PROFILES, AND CROSS SECTIONS OF THE NICARAGUA CANAL ROUTE. 1899-1900.  
3 in. 240 items. 12

Manuscript and blueprint maps, cross sections, and profiles of areas along the entire proposed canal line, from Greytown Lagoon to Brito Harbor; plans of proposed dams; boring records; and technical estimates and computations. Arranged numerically.

MAPS, PROFILES, AND CROSS SECTIONS OF THE EASTERN DIVISION OF THE NICARAGUA CANAL ROUTE. 1899-1901. 11 in. 304 items. 13

Manuscript and published maps and manuscript profiles and cross sections of the Eastern Division (Caribbean Sea to Caño Tigre) showing in color the topography of areas along the proposed canal route; cross sections and plans of proposed dams, locks, embankments, and wasteways; boring records; and boat sheets showing soundings in Lago de Nicaragua. Arranged numerically, 1-61.

MAPS, PROFILES, AND CROSS SECTIONS OF THE MIDDLE DIVISION OF THE NICARAGUA CANAL ROUTE. 1899-1901. 6 in. 196 items. 14

Manuscript and published maps (some of which show topography), and manuscript cross sections and profiles of the Middle Division (Caño Tigre to Las Lajas) of the proposed canal route; boring records; and tables of distances and alignments. Arranged numerically, 80-119, with some gaps.

MAPS, PROFILES, AND CROSS SECTIONS OF THE WESTERN DIVISION OF THE NICARAGUA CANAL ROUTE. 1899-1901. 2 in. 84 items. 15

Manuscript and published maps, and manuscript cross sections and profiles of the Western Division (Las Lajas to the Pacific Ocean) of the proposed canal route; cross sections and profiles of locks, diversions, and wasteways; and boring records. Arranged numerically, 201-227.

MAPS, PROFILES, AND CROSS SECTIONS OF THE PANAMA CANAL ROUTE. 1899-1901. 4 in. 158 items. 16

Manuscript general maps and profiles of the Panama Canal and adjacent areas; cross sections of the canal excavations, of locks, dams, spillways, and diversions, and of Colón Harbor; maps of the Republic of Costa Rica; and what appear to be records of the French companies, used and in some cases annotated by personnel of the Isthmian Canal Commission, including tide gauge records for Panamá (city), 1882-87, and for Colón, 1881-87. Arranged numerically.



MAPS, PROFILES, AND CROSS SECTIONS OF PROPOSED CANAL ROUTES THROUGH THE ISTHMI OF DARIEN AND SAN BLAS. 1899-1901. 3 in. 96 items. 17

Manuscript and blueprint maps, and manuscript profiles and cross sections of surveys along the Atlantic coast and of various proposed canal routes through the Isthmi of Darien and San Blas; cross sections for a proposed ship tunnel for the Darien routes; and a group of 12 manuscript sketches of the Atlantic coast from Río Mangle to Isla Piton (see also entry 20). Arranged numerically.

BORING RECORDS FOR THE NICARAGUA AND PANAMA CANAL ROUTES. 1899-1901.  $\frac{1}{2}$  in. 66 items. 18

Manuscript maps showing the locations of bore holes for the Nicaragua and Panama canal routes, and manuscript profiles and cross sections of the borings. Heaviest concentrations of borings seem to be in the vicinity of proposed locks and dams. Arranged numerically, 28-42.

PLANS OF CANAL LOCK CONSTRUCTION. 1900-1912.  $\frac{1}{2}$  in. 33 items. 19

Manuscript and blueprint plans and drawings of Bohio, Gatún, Miraflores, and Pedro Miguel locks in Panama; manuscript drawings of lock machinery in use at the Champlain Canal in New York State; and computations concerning retaining walls. Arranged alphabetically, A-G and S-U.

MANUSCRIPT MATERIALS FOR PLATES TO ACCOMPANY THE REPORT OF THE FIRST ISTHMIAN CANAL COMMISSION. 1901. 1 in. 88 items. 20

Manuscript maps, profiles, and cross sections of the proposed Nicaragua, Panama, and Darien canal routes; a manuscript map showing active and extinct volcanos in Central America; records showing rainfall data in Panama; maps showing world trade routes and how they would be affected by an isthmian canal; maps depicting the resources and industries of the nations most likely to be affected by the construction of an isthmian canal; tracings of Greytown Harbor from 1832 to 1898; and a group of manuscript sketches, in color, of the Atlantic coast of the Isthmus of Darien from Río Mangle to Isla Piton (see also entry 17). Arranged numerically.

MANUSCRIPT MATERIALS FOR PLATES TO APPEAR IN THE APPENDIXES OF THE REPORT OF THE FIRST ISTHMIAN CANAL COMMISSION. 1901.  $\frac{1}{4}$  in. 13 items. 21

Cross sections of locks for proposed Panama and Nicaragua canals, with technical drawings and charts, to be used in appendixes A, E, G, and H of the Commission's report. Arranged by appendix.

PLATES SHOWING THE ROUTE OF THE PANAMA CANAL. 1913.  $\frac{1}{4}$  in. 6 items. 22

Colored plates published by the last Isthmian Canal Commission showing the route of the canal and the topography of the adjacent area. Arranged numerically, P4 to P9.

#### Records of The Panama Canal

Effective April 1, 1914, the Isthmian Canal Commission was abolished and a permanent organization known as The Panama Canal was established by Executive Orders 1885 (January 27, 1914), 1888 (February 2, 1914),

and 1897 (March 2, 1914). The orders were issued in accordance with provisions of the Panama Canal Act of August 24, 1912 (37 Stat. 560).

The Panama Canal was to serve as the permanent governing agency for the Panama Canal, the Panama Railroad Company, and the territory of the Panama Canal Zone. The chairman of the last Isthmian Canal Commission, Lt. Col. George W. Goethals, was named the first Governor of The Panama Canal. The Governor serves concurrently as President of the Panama Railroad Company.

Only a very small fraction of the cartographic records of The Panama Canal are in the National Archives.

MAPS AND PLANS OF PANAMA CANAL LOCKS. 1931.  $\frac{1}{4}$  in. 6 items. 23

Blueprint maps and cross sections showing locations of Gatún, Miraflores, and Pedro Miguel locks; and blueprint plans and profiles of projected new locks. Unarranged.



## APPENDIX I

### LISTS OF CARTOGRAPHIC RECORDS OF THE PANAMA CANAL

The following lists give a brief identification either of each numbered item or each group of items that comprise the series of records described in the preceding pages. The number in the right-hand margin, opposite the title of the list, corresponds to the entry number in the inventory. The alphabetic-numeric designations at the left of each item or group of items are those under which the items are filed.

#### List of General Maps of the Panama Canal Route

1

- |   |    |  |
|---|----|--|
| A | 9  | Contour map, Paraiso to Matachin   |
|   | 10 | Plan, Ancon hospital farm, 1884  |
|   | 11 | Contour map, Valle del Río Grande, K. 55.5-57.6  |
|   | 15 | Map showing status of excavation at time work was suspended,<br>Tabernilla section, 1889 |
|   | 17 | Contour map, upper Río Aguardiente and affluents, right side of<br>Río Chagres           |
|   | 18 | Plan and geological profile, La Boca and vicinity, 1881-95                               |
|   | 20 | Chart showing direction of winds, Colón Harbor, 1881-87                                  |
|   | 28 | Plan, Río Camacho, 1894  |
|   | 29 | Plan showing original surface of the fill, Punta Cristobal, 1887                         |
|   | 30 | Plan showing original surface, K. 65.2-68.0  |
|   |    |  |
| B | 1  | General plan of canal works, Culebra section, May 1895                                   |
|   | 2  | Topographic map, Río Gigante, curve 22   |
|   | 6  | Map, Panama Isthmus  |
|   | 15 | General progress map (incomplete), Mar. 25, 1896   |
|   | 25 | Cross sections, Culebra Cut (original surface)   |
|   | 31 | Plan, Colón Harbor, showing proposed dock at Cristobal, 1895                             |
|   | 41 | Map, Islas Perlas  |
|   | 44 | Plan, Mamei diversion  |
|   | 45 | Contour map showing status of excavation at time work was suspended,<br>Colón to Bohio   |
|   | 50 | Contour map, Empire section  |
|   |    |  |
| C | 1  | Contour map, Río Obispo diversion, Matachin to Carabali, 1885                            |
|   | 2  | Triangulation, Río Grande, 1881  |
|   | 7  | Soundings, Colón Harbor  |
|   | 10 | Progress map, Culebra section, Mar. 25, 1888   |
|   | 19 | Cross sections, K. 53.4-54.241   |
|   | 26 | Map showing status of excavation at time work was suspended,<br>San Pablo section, 1889  |
|   | 34 | Contour map, Río Gigante spillway  |
|   |    |  |
| D | 25 | Map, Isla Naos and buildings thereon, 1907   |
|   | 30 | Plan, La Otre Banda estate, Taboga   |

- E     2     Plan, Bohio and Río Gigante  
        3     Plan of canal, Paraiso to Miraflores  
        8     General plan, Colón Harbor  
        9     Survey, Río Sinu, 1887  
      15     Profile, lowest cut at Culebra, May 1899  
      17     Plan of canal, Paraiso to Corozal  
      22     Contour map, Cucuracha slide, 1895  
      22 $\frac{1}{2}$      Contour map, Cucuracha slide, 1888  
      30     Map, port of Colón, 1895  
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### INDEXES TO PLACE NAMES

The names in the indexes below are, with minor exceptions, those used in the brief identifications of the cartographic records listed in appendix I. Many of the locks, dams, wasteways, and other projects for which names appear in these indexes were proposed but never built. The index to place names in southern Nicaragua and adjacent Costa Rica has, under "L," numbered locks; the index to place names in central and western Panama has, under "K," the places identified only by kilometer numbers.

The underlined numbers after the place names correspond to the numbers of the individual lists in appendix I. The numbers or letters (not underlined) that follow identify the items within each list.

The brief glossary below identifies an abbreviation and several Spanish words that appear in the following indexes:

|   |                        |
|---|------------------------|
| Bahía: bay                                    | K. kilometer           |
| Boca: mouth (of a stream<br>or body of water) | Lago: lake             |
| Calle: waterway                               | Laguna: lagoon         |
| Caño: sluggish stream                         | Loma: small hill       |
| Cerro: hill                                   | Puerto: port           |
| Estero: creek                                 | Punta: point (of land) |
| Golfo: gulf                                   | Quebrada: brook        |
| Isla: island                                  | Río: river             |
|   | Valle: valley          |

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For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Section, National Archives, General Services Administration, Washington 25, D. C.





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ILLINOIS HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 94

RECORDS OF THE  
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

Compiled by Harold T. Pinkett

THE LIBRARY OF THE  
SEP 15 1967  
UNIVERSITY OF ILLINOIS

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956





PRELIMINARY INVENTORY OF THE RECORDS  
OF THE  
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

(Record Group 7)

Compiled by Harold T. Pinkett



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956

National Archives Publication No. 57-2



## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 270-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been published. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 4,700 rolls of this microfilm, described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

The Bureau of Entomology and Plant Quarantine was established in the Department of Agriculture on July 1, 1934, by authority of the Agricultural Appropriation Act approved March 26, 1934 (48 Stat. 486). Its establishment represented the consolidation in one organization of the principal entomological research and plant quarantine and control work formerly conducted by various agencies of the Department of Agriculture, especially the Bureau of Entomology and the Bureau of Plant Quarantine and their predecessor agencies. Also placed under the supervision of the newly created Bureau were certain investigations dealing with the control or eradication of such plant diseases as citrus canker, phony peach disease, peach mosaic disease, blister rust, and barberry rust that had been carried on by the Division of Plant Disease Control of the Bureau of Plant Industry. On September 1, 1934, the chemical work on insecticides and fungicides that had been performed by the Bureau of Chemistry and Soils also was transferred, by order of the Secretary of Agriculture, to the Bureau of Entomology and Plant Quarantine.

This new Bureau, with an Office of the Chief and divisions for the study of particular insects or for the regulatory work required by particular insect pests and plant diseases, had a central office in Washington, D.C., and numerous field offices and stations. It carried on insect investigations, gave advice on how to control or use insects, cooperated with other Federal bureaus and State and local agencies in various pest-control activities, and enforced plant quarantines and restrictive orders issued under authority provided in various acts of Congress that prohibited or regulated the importation or interstate movement of injurious insects and of plants and plant products.

The entomological work of the Department of Agriculture originated in the Office of the Entomologist, which was established in the Agricultural Section of the Patent Office in 1854. The office carried on studies pertaining to the characteristics and control of various insects injurious to vegetation. The results of some of these studies were published in annual reports of the Patent Office. When the Department of Agriculture was established in 1862, entomological work was transferred to the Department and in 1863 an entomological division was set up by the Commissioner of Agriculture. Not until 1878, however, was there specific legislative provision (20 Stat. 204) for such a division.

Under provisions of the Agricultural Appropriation Act approved April 23, 1904 (33 Stat. 289), the Division of Entomology was designated the Bureau of Entomology. This Bureau continued and expanded most of the investigations of its predecessor and inaugurated some activities. Important factors contributing to this expansion and new work in early years were the increase of noxious insects such as the cotton boll weevil in the South, gypsy and brown-tail moths in New England, and the alfalfa weevil in the West; and the discovery that insects carry certain diseases



of man and other animals. Moreover, the establishment of Federal control over the importation and interstate transportation of plants and plant products, under provisions of the Plant Quarantine Act of 1912 (37 Stat. 315), placed new responsibilities upon the Bureau of Entomology and led to the creation of the Federal Horticultural Board. Thenceforth the Bureau, except for regulatory functions performed as an agent of the Board, dealt mainly with research; the Board and its successors with regulatory matters. The functions and organization of the Bureau and the Board and their cooperative relations are described in the pertinent parts of this inventory.

On July 1, 1928, pursuant to the Agricultural Appropriation Act approved May 16, 1928 (45 Stat. 565), the Federal Horticultural Board was replaced by the Plant Quarantine and Control Administration, and the plant quarantine and control activities of the Bureau of Entomology and the Bureau of Plant Industry were transferred to the Administration. This reorganization was made for the purpose of consolidating into one unit all of the plant quarantine and control work of the Department of Agriculture and of enabling the Bureau of Entomology and the Bureau of Plant Industry to concentrate on research activities with freedom from regulatory duties. The reorganization also provided for the creation of an advisory Federal Plant Quarantine Board.

Under provisions of the Agricultural Appropriation Act approved July 7, 1932 (47 Stat. 640), the Plant Quarantine and Control Administration was redesignated the Bureau of Plant Quarantine. The Federal Plant Quarantine Board, which had worked closely with the Administration, was abolished by the Agricultural Appropriation Act approved March 3, 1933 (47 Stat. 1463).

Since this preliminary inventory describes mainly records of predecessor agencies that were inherited by the Bureau of Entomology and Plant Quarantine, it appears unnecessary to describe in detail the administrative organization after 1934. Under provisions of a reorganization plan announced by the Secretary of Agriculture on November 30, 1953, the Bureau of Entomology and Plant Quarantine was abolished and its functions were distributed among the Entomology Research Branch, Plant Pest Control Branch, and Plant Quarantine Branch of the Agricultural Research Service and the Divisions of Forest Insect Research and Blister Rust Control of the Forest Service.

The records described in this inventory consist of the records of the Bureau of Entomology and its predecessors, 1863-1934, with a few series continuing into the period of the Bureau of Entomology and Plant Quarantine; records of the Bureau of Plant Quarantine and its predecessors, 1912-34 (especially those of the Federal Horticultural Board, 1912-28), with a few series continuing into the later period. They comprise all the records in Record Group 7, Records of the Bureau of Entomology and Plant Quarantine, that had been transferred to the National Archives by



January 1956. They amount to 1,251 cubic feet, including 26 cubic feet of audio-visual records and 3 cubic feet of cartographic records.

Other records relating to entomological investigations and plant quarantine work performed or supervised by other Federal bureaus are in other record groups in the National Archives. Among records of the Agricultural Section of the Patent Office in Record Group 16, Records of the Office of the Secretary of Agriculture, are correspondence and reports concerning the work from 1854 to 1858 of the first entomologist employed by the Federal Government. This record group also contains correspondence pertaining to the general supervision and coordination of the Agriculture Department's entomological research and plant quarantine activities by its Secretary. Records of the Office of the Chief of the Bureau of Plant Industry in Record Group 54, Records of the Bureau of Plant Industry, Soils, and Agricultural Engineering, include correspondence dealing with the Bureau's enforcement from 1917 to 1928 of quarantines on account of white-pine blister rust and black-stem rust of wheat and the Bureau's investigations of certain plant pests prior to July 1, 1934. Among the general correspondence and reports of the Bureau of Chemistry and Soils in Record Group 97, Records of the Bureau of Agricultural and Industrial Chemistry, can be found material concerning chemical studies of insecticides and fungicides carried on prior to September 1, 1934.

Records of the Bureau of Entomology and Plant Quarantine and predecessor agencies relating to losses and claims resulting from the Mediterranean fruit fly eradication campaign, 1929-30; establishment of the Mediterranean Fruit Fly Board, 1938-39; and activities of research divisions, 1927-51, have been transferred to the Federal Records Center, Washington, D.C. Personnel files relating to separated employees are in the Federal Records Center, St. Louis, Mo.

#### HEADS OF THE BUREAU OF ENTOMOLOGY AND PREDECESSOR AGENCIES

| <u>Head</u>               | <u>Agency</u>          | <u>Period of Service</u>    |
|---------------------------|------------------------|-----------------------------|
| PATENT OFFICE             |                        |                             |
| Townend Glover            | Office of Entomologist | June 1854-__?__ 1859        |
| DEPARTMENT OF AGRICULTURE |                        |                             |
| Townend Glover            | Division of Entomology | ? 1863-June 1878            |
| Charles V. Riley          | Division of Entomology | June 1878-April 1879        |
| J. Henry Comstock         | Division of Entomology | May 1879-March 1881         |
| Charles V. Riley          | Division of Entomology | March 1881-June 1894        |
| Leland O. Howard          | Division of Entomology | June 1894-June 1904         |
| Leland O. Howard          | Bureau of Entomology   | July 1904-October 1927      |
| Charles L. Marlatt        | Bureau of Entomology   | October 1927-September 1933 |
| Lee A. Strong             | Bureau of Entomology   | September 1933-June 1934    |

# HEADS OF THE BUREAU OF PLANT QUARANTINE AND PREDECESSOR AGENCIES

| <u>Head</u>               | <u>Agency</u>                               | <u>Period of Service</u> |
|---------------------------|---|--------------------------|
| DEPARTMENT OF AGRICULTURE |   |                          |
| Charles L. Marlatt        | Federal Horticultural Board                 | August 1912-June 1928    |
| Charles L. Marlatt        | Plant Quarantine and Control Administration | July 1928-October 1929   |
| Lee A. Strong             | Plant Quarantine and Control Administration | October 1929-June 1932   |
| Lee A. Strong             | Bureau of Plant Quarantine                  | July 1932-June 1934      |

## HEADS OF THE BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE, DEPARTMENT OF AGRICULTURE

| <u>Head</u>   | <u>Period of Service</u> |
|---------------|--------------------------|
| Lee A. Strong | July 1934-June 1941      |
| Avery S. Hoyt | June 1941                |
| P.N. Annand   | July 1941-April 1950     |
| Avery S. Hoyt | April 1950-December 1953 |



## RECORDS OF THE BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

### RECORDS OF THE BUREAU OF ENTOMOLOGY

The Bureau of Entomology, as has been indicated previously (page 1), replaced in 1904 the Division of Entomology in the Department of Agriculture. This Division had obtained and disseminated information concerning insects injurious to crops and crop products; made studies of insects affecting the health of man and other animals; conducted experiments with the introduction of beneficial insects, with the fungus and other diseases of insects, and with insecticides and insecticide machinery; carried on investigations in apiculture and sericulture; identified insects for public agencies and private individuals; and frequently arranged entomological exhibits and conducted insect investigations in cooperation with the United States National Museum. Most of the information gained from the Division's scientific work had been published in reports, bulletins, and circulars and disseminated through correspondence with farmers, entomologists, and other inquirers.

Before 1878 the personnel of the Division of Entomology consisted merely of an official known as the Entomologist and a clerical assistant. Investigations of the Division were confined mainly to research work in Washington, D.C. After 1878 the investigations were broadened considerably by field and experimental work. Important in this connection was the transfer from the Interior Department to the Division in 1881 of the work of the United States Entomological Commission, which had been established by Congress in 1877 to report on the crop damage of migratory locusts in the West and on methods for preventing such damage (19 Stat. 357). This transfer led to the beginning of the Division's employment during the 1880's of field agents to observe insects in particular localities and to cooperate with other Federal agents, State officials, and farmers in the development of methods to eradicate or control insect pests. Investigations of the Division were expanded still more following the construction in 1891 of a new insectary, which enabled the Entomologist and his assistants in Washington to study living insects in confinement yet under more or less natural conditions. Meanwhile the Division's work was stimulated by entomological investigations inaugurated after 1887 by State agricultural experiment stations and by cooperative activities with the Association of Economic Entomologists which was founded in 1889. In general the functions of the Division were not divided among clearly defined or stable organizational units. By 1903, however, its work was being conducted under the general direction of the "Entomologist and Chief" and was divided into experimental field work, breeding investigations, forestry investigations, apiculture, cotton-boll-weevil investigations, and sericulture.

The Bureau of Entomology, which succeeded the Division of Entomology in 1904, was charged primarily with entomological research, although some plant regulatory projects conducted in cooperation with other agencies formed a part of its work. Its research activities were mainly a continuation and expansion of studies begun by the Division. The Bureau's first



important regulatory work began in 1905 when, in cooperation with the Post Office Department, it was entrusted with the enforcement of the Insect Pest Act (33 Stat. 1269), which prohibited the importation and interstate transportation of insects injurious to cultivated crops except for scientific purposes under definite regulations. From 1912 to 1928 the Bureau of Entomology, acting as an agent of the Federal Horticultural Board, had general administrative responsibility in plant quarantine and control activities caused by the Mediterranean fruit fly, melon fly, European corn borer, gypsy and brown-tail moths, Japanese and Asiatic beetles, and Mexican fruit worm. When these regulatory activities were transferred in 1928 to the Plant Quarantine and Control Administration, the Bureau was given representation on the advisory Federal Plant Quarantine Board. From 1910 to 1927 the Bureau was also represented on the Insecticide and Fungicide Board, which was established in 1910 to provide Federal control of interstate commerce in insecticides and fungicides as required by the Insecticide Act of 1910 (36 Stat. 331).

The work of the Bureau of Entomology was carried on in a central office in Washington, D.C., and in the field, much of it in cooperation with other bureaus of the Federal Government, State and local government agencies, and private organizations and individuals. The work varied, and field offices and laboratories were changed from time to time as old insect pests were eradicated or controlled and new ones required attention. The administrative and scientific work of the Bureau was under the general direction and supervision of the "Entomologist and Chief of Bureau," who was assisted by an associate chief and an assistant chief. The organizational divisions were usually designated according to insects or groups of insects dealt with or according to special phases of entomological research. By 1933 the Bureau consisted of the Divisions of Fruit and Shade Tree Insects, Japanese and Asiatic Beetles, Truck Crop and Garden Insects, Forest Insects, Cereal and Forage Insects, Cotton Insects, Insects Affecting Man and Animals, Household and Stored Product Insects, Bee Culture, Taxonomy of Insects, Insect Pest Survey, Physiology and Toxicology of Insects, Morphology and Pathology of Insects, and Plant Disease Eradication and Control. Records of some of these divisions and of some earlier divisions are described below, following a description of the general records of the Bureau of Entomology.

#### General Records

The general records of the Bureau of Entomology are considered to consist of records of the Office of the Chief and other units sharing in or facilitating the overall administration of the Bureau and its predecessor agency, the Division of Entomology; records concerning investigations supervised directly by the Chief; and records of special activities not connected with the work of particular organizational units. The year 1908 marked the ending or beginning of several important series of the Bureau's records. Consequently, the general correspondence, special correspondence, and notes and special studies through part of 1908 are described before the same types of records for the later period.



LETTERS RECEIVED. 1878-83. 11 vols. 3 ft.

1

Deal mainly with requests for information concerning the identification of injurious crop insects and methods of eradicating or controlling these insects and for assistance in apicultural and sericultural enterprises. Copies of replies to these letters are among the letters sent described in entry 5. The letters are bound in volumes, which are indexed by name of correspondent, and are arranged chronologically.

LETTERS RECEIVED. 1883-1908. 51 ft.

2

Pertain to the subjects mentioned in entry 1. The letters show an increasing tendency of farmers and State and foreign entomologists to seek Federal assistance in efforts to combat the ravages of old and new insects. They provide extensive documentation of the injurious effects of such insects as the cotton boll weevil, gypsy and brown-tail moths, San Jose scale, Hessian fly, and Rocky Mountain locust. Copies of replies to these letters are among the letters sent described in entries 5 and 6. The letters received are arranged alphabetically by name of correspondent.

CORRESPONDENCE. 1894-97. 13 ft.

3

Relates to various activities of the Division of Entomology. This correspondence seems to have been withdrawn from the series of letters received (entry 2) and letters sent (entry 5) for unknown reasons. It includes a considerable amount of correspondence with State and foreign entomologists. Arranged alphabetically by name of correspondent.

INDEX TO LETTERS SENT. 1878-1908. 60 ft.

4

Index to letters sent (entries 5 and 6) consisting of cards, 2" x 5", showing name and address of correspondent, and volume and page numbers for the press copy of the letter sent to the correspondent. The index is in two parts, one for the period about 1878 to 1894 and the other for the period 1894 to 1908. The usefulness of the latter part is lessened considerably by the fact that it covers letters which are now unbound. Each part of the index is arranged alphabetically by name of correspondent.

LETTERS SENT. 1878-93. 80 vols. 9 ft.

5

Press copies relating to all phases of the work of the Division of Entomology. The volumes are indexed by name of correspondent and arranged chronologically.

The letters show especially the great amount of attention given by the Division to the dissemination of information concerning destructive insects. Many of the letters also reveal the Division's early efforts to encourage apiculture and sericulture. Letters received for the same period are described in entries 1 and 2.

LETTERS SENT. 1893-1908. 32 ft.

6

Press copies dealing with several of the subjects mentioned in entry 5. Especially numerous are letters relating to the inauguration and growth of investigations of the cotton boll weevil and the gypsy and brown-tail moths. Arranged alphabetically but frequently so only in terms of the first letter of the correspondent's surname.



The letters were originally bound in volumes similar to those mentioned in entry 5, but were cut out and separated into two groups before they were transferred to the National Archives. Apparently one group was considered to contain less important letters than the other and was to be destroyed. The subject matter of the two groups probably appeared to be so similar or interrelated, however, that the Bureau of Entomology decided to keep both groups.

LETTERS REFERRED BY THE ASSISTANT SECRETARY OF AGRICULTURE. 1892-94.

1 ft.

7

Letters received by the Secretary of Agriculture and the Assistant Secretary and referred by the latter to the Chief of the Division of Entomology for reply, together with copies of replies sent over the signature of the Assistant Secretary. Supervision of the scientific activities of the Division of Entomology was one of the functions of the Assistant Secretary. The letters deal mainly with requests for entomological publications and information concerning insects injurious to crops and silk culture. They are arranged alphabetically by name of correspondent.

LETTERS AND REPORTS RECEIVED FROM FIELD AGENTS. 1881-1907. 3 ft. 8

Relate to insect investigations by field agents of the Division (later Bureau) of Entomology in several regions of the United States. Arranged alphabetically by name of field agent.

LETTERS RECEIVED RELATING TO SILK CULTURE. 1883. 1 vol. 2 in. 9

Pertain to requests for information concerning methods of producing silk and for silkworm eggs and seeds and cuttings of silkworm food plants. The letters also contain information pertaining to results of experiments in silk culture. Arranged chronologically in a volume that is indexed by name of correspondent.

These letters were the outgrowth of work begun by the Division during the 1870's, under the immediate direction of the Division Chief, to aid the development of the silk industry in the United States.

LETTERS RECEIVED RELATING TO APPLICANTS FOR POSITIONS. 1885-1908.

6 in.

10

Describe traits and early experiences of some persons who later made important contributions to American entomology. Arranged alphabetically by name of applicant.

LETTERS RECEIVED RELATING TO THE NATIONAL MUSEUM. 1890-1903. 6 in. 11

Pertain to the activities mentioned in entry 19. Arranged alphabetically by name of correspondent.

LETTERS RECEIVED RELATING TO THE PARIS EXPOSITION OF 1900. 1899-1900.

1 in.

12

Mainly replies of State agricultural officials and agricultural implement manufacturers to the suggestion of the Division of Entomology that exhibits of American insecticide machinery be prepared for the Paris Exposition of 1900. Copies of letters sent relating to the exposition are



described in entry 21. The letters received are arranged alphabetically by name of correspondent.

LETTERS RECEIVED RELATING TO MOSQUITO INVESTIGATIONS. 1900-1901.

3 in.

13

Mainly requests for identification of mosquito specimens and for publications on mosquitoes. Many of the letters contain information about the prevalence and injurious effects of these insects in different localities. Replies to the letters are among the letters sent described in entry 6. The letters received are arranged alphabetically by name of correspondent.

LETTERS RECEIVED RELATING TO GRASSHOPPER FUNGUS. 1901-2. 1 ft. 14

Pertain mainly to requests for cultures of grasshopper fungus and reports on results obtained by the use of the cultures in combating the menace of grasshoppers. Replies to the letters are among the letters sent described in entry 6. The letters received are arranged alphabetically by name of correspondent.

LETTERS RECEIVED RELATING TO SILK CULTURE. 1901-4. 3 ft. 15

Describe further efforts to develop silk culture in the United States. Arranged alphabetically by name of correspondent.

The silk culture work of the Division of Entomology mentioned in entry 9 was abandoned temporarily during the 1880's. It was revived, however, in 1902 and continued until 1908. Letters sent relating to this entry are described in entry 22.

LETTERS RECEIVED RELATING TO THE ASIATIC LADYBIRD. 1902-4. 3 in. 16

Relate mainly to experimental breeding and distribution of the Asiatic ladybird (*Chilocorus similis*) as a parasite for the San Jose scale. Replies to the letters are among the letters sent described in entry 6. The letters received are arranged alphabetically by name of correspondent.

LETTERS RECEIVED RELATING TO THE LOUISIANA PURCHASE EXPOSITION OF 1904.

1903-4. 3 in.

17

Deal chiefly with requests for information concerning entomological exhibits for this exposition and the shipment of exhibit materials. Related letters sent are described in entry 23. The letters received are arranged alphabetically by name of correspondent.

LETTERS RECEIVED FROM W.D. HUNTER. 1902-8. 2 ft. 18

Relate mainly to administrative matters connected with investigations directed by W. D. Hunter of Southern field-crop insects. Related letters sent are among those described in entry 6. The letters received are arranged chronologically.

LETTERS SENT RELATING TO THE NATIONAL MUSEUM. 1885-1908. 3 vols.

3 in.

19

Press copies relating to the cooperation of the Division of Entomology



and the Bureau of Entomology with the United States National Museum, especially its Department of Insects, in the preparation of entomological publications, acquisition of insect collections, insect investigations, and similar activities. The Chief of the Division and of the Bureau served as the Honorary Curator of Insects of the National Museum. Related letters received are described in entry 11. The volumes of letters sent are indexed by name of correspondent; the letters are arranged chronologically.

LETTERS SENT RELATING TO PERSONNEL. 1891-1906. 2 vols. 2 in. 20

Press copies relating to appointments, promotions, authorizations, special assignments, and other personnel matters. Arranged chronologically.

LETTERS SENT RELATING TO THE PARIS EXPOSITION OF 1900. 1899-1900.  
1 vol. 1 in. 21

Press copies containing information concerning suggestions and arrangements by the Division of Entomology for entomological exhibits at the Paris Exposition of 1900. Related letters received are described in entry 12. The volume of letters sent is indexed by name of correspondent; the letters are arranged chronologically.

LETTERS SENT RELATING TO SILK CULTURE. 1902-4. 7 vols. 1 ft. 22

Press copies dealing with requests for publications on silk culture and with the purchase and distribution of silkworm eggs and food plants. The letters also show difficulties encountered in the attempts to establish the silk industry in the United States. Letters received for this period are described in entry 15. The volumes of letters sent are indexed by name of correspondent; the letters are arranged chronologically.

LETTERS SENT RELATING TO THE LOUISIANA PURCHASE EXPOSITION OF 1904.  
1903-4. 1 vol. 1 in. 23

Press copies relating to the matters mentioned in entry 17. Arranged chronologically.

NOTES OF THE DIVISION OF ENTOMOLOGY. 1863-1903. 22 vols. 3 ft. 24

Pertain to the history and description of specimens of larvae, pupae, and insects collected by Charles V. Riley and other officials of the Division of Entomology and by private individuals. Included are notes concerning entomological specimens, written by Mr. Riley before he entered Federal service, when he was a farmer in Illinois and later the State Entomologist of Missouri. The notes are recorded in two groups of volumes, one for the period 1863-79 and the other for the period 1879-1903, and are arranged numerically by specimen number.

NOTES ON ENTOMOLOGICAL SPECIMENS COLLECTED IN FLORIDA. 1881-82.  
1 vol. 1/2 in. 25

Pertain to the history and description of specimens of larvae, pupae, imagoes, and insects collected by agents of the Division of Entomology at



or near Crescent City, Fla. Arranged numerically by specimen number.

NEWSPAPER AND MAGAZINE CLIPPINGS RELATING TO INSECTS. ca. 1885-1905.

3 in.

26

Pertain to insects injurious to corn, cotton, tobacco, and other crops and to efforts of the Department of Agriculture to control the insects. Arranged by name of insect.

CORRESPONDENCE RELATING TO A BIBLIOGRAPHY OF AMERICAN ECONOMIC ENTOMOLOGY. 1886-96. 1/2 in.

27

Deals with a controversy concerning the credit due to B. Pickman Mann, a former employee of the Division of Entomology, for the authorship of certain parts of the Bibliography of the More Important Contributions to American Economic Entomology (Washington, 1889-1905, 8 vols.). Arranged chronologically.

NOTES OF D. W. COQUILLET. 1887-93. 5 vols. 4 in.

28

Relate to the history and description of insect specimens collected at or near Los Angeles, Calif., by D. W. Coquillet, a field agent of the Division of Entomology. Arranged numerically by specimen number.

LISTS OF INSECT SPECIMENS RECEIVED FROM OR SENT TO FIELD AGENTS. 1890-1905. 9 in.

29

Arranged alphabetically by name of agent.

RECORDS RELATING TO THE SAN JOSE SCALE. 1897-1900. 6 in.

30

Mainly copies of statutes, diplomatic despatches, and newspaper clippings pertaining to the importation of American plants and fruits into foreign countries and letters received from State agricultural officials and farmers describing the effect of the San Jose scale on plants and fruits in their States. Arranged alphabetically by name of country or State.

CORRESPONDENCE RELATING TO INVESTIGATIONS OF GYPSY AND BROWN-TAIL MOTHS. 1905-8. 2 ft.

31

Deals mainly with moth research and control work conducted at Melrose Highlands, Mass., under the direction of W. F. Fiske. Arranged alphabetically by name of correspondent.

The gypsy and brown-tail moths, two forest insects accidentally introduced into New England, became so abundant and destructive in 1905 that Federal and State agencies undertook cooperative work to control them by establishing a laboratory at Melrose Highlands.

CORRESPONDENCE RELATING TO A TRIP OF TREVOR KINCAID TO JAPAN. 1908.

3 in.

32

Relates to a trip of Professor Trevor Kincaid of the University of Washington to Japan for the purpose of obtaining parasites of the gypsy moth. The trip was supervised by the Bureau of Entomology and financed by the State of Massachusetts. The parasites obtained in Japan were



introduced into Massachusetts and other parts of New England. The correspondence is arranged alphabetically by name of correspondent.

RECORDS RELATING TO THE NATIONAL CONSERVATION COMMISSION. 1908.

1 in.

33

Mainly questionnaires and letters pertaining to information to be furnished the National Conservation Commission on losses of natural resources caused by insects. Arranged chronologically.

GENERAL CORRESPONDENCE. 1908-24. 165 ft.

34

Relates to all phases of the work of the Bureau of Entomology. Much of the correspondence concerns the inauguration and development of plant quarantine and control work by the Federal Government; the development of new methods in the fight against the cotton boll weevil and the pink bollworm; the expansion of the Bureau's work in agriculture; new investigations of forest, fruit, cereal, and forage insects; special studies of insects affecting man and animals; and the first efforts to control the Japanese beetle. Arranged alphabetically by name of correspondent.

GENERAL CORRESPONDENCE. 1925-34. 150 ft.

35

Pertains to all activities of the Bureau of Entomology. Much of the correspondence concerns efforts to prevent the spread of the Japanese beetle, the European corn borer, and the Mexican fruit fly; expansion of investigations of cotton insects; eradication of the Mediterranean fruit fly; control of mosquitoes; introduction of parasites of injurious insects; surveys of insect pests; cooperation in plant quarantine work; and extension work in entomology. Arranged alphabetically by name of correspondent.

CORRESPONDENCE RELATING TO EDITORIAL WORK. 1909-21. 3 ft.

36

Mainly correspondence of Rolla P. Currie, who was in charge of the editorial work of the Bureau of Entomology, but including some correspondence of the Chief of the Bureau concerning editorial matters. It deals with the preparation, revision, and publication of manuscripts on entomological subjects. Arranged alphabetically by name of correspondent.

CORRESPONDENCE OF ALLAN H. JENNINGS. 1912-15. 3 in.

37

Allan H. Jennings was employed by the Bureau of Entomology to study the role of certain insects as disseminators of diseases among man and animals. His correspondence contains a considerable amount of information concerning the relation of insects to the pellagra problem in South Carolina. Arranged chronologically.

"MONTHLY LETTER OF THE BUREAU OF ENTOMOLOGY." 1914-18. 3 in.

38

A series of mimeographed circulars issued to inform Bureau employees of significant activities of the Bureau and of particular employees. Arranged chronologically.

REPORTS OF THE EMERGENCY ENTOMOLOGICAL SERVICE. 1917. 2 in.

39

Relate to important crop losses caused by insects in several localities. Arranged chronologically.



The Emergency Entomological Service was established in 1917 to centralize and disseminate information concerning the unusual increase of any insect destruction of the principal crops of the United States. The work of the Service was carried on mainly by the Bureau of Entomology in cooperation with other scientific bureaus of the Department of Agriculture, State agricultural colleges and experiment stations, and private institutions.

CORRESPONDENCE AND REPORTS RELATING TO A STUDY OF BODY LICE. 1918.

3 in.

40

Deal with a study of methods for the destruction of body lice that was conducted by the Chief of the Bureau of Entomology in cooperation with officials of the National Research Council and the War Department. Arranged chronologically.

CORRESPONDENCE OF LELAND O. HOWARD. 1930. 2 in.

41

Relates mainly to the preparation of a book on economic entomology by Leland O. Howard, formerly Chief of the Bureau of Entomology and in 1930 employed in the special position of "principal entomologist." Arranged chronologically.

ELECTRICAL TRANSCRIPTION OF GREETINGS BY LELAND O. HOWARD. 1939.

1 ft.

42

Greetings telephoned by Leland O. Howard from Washington, D. C., to the 50th anniversary meeting of the American Association of Economic Entomologists at Columbus, Ohio, on December 27, 1939.

PHOTOGRAPHIC RECORDS RELATING TO EMINENT ENTOMOLOGISTS. 1894-1938.

28 ft.

43

Photographic prints and photographic copies of drawings and portraits, as well as an incomplete series of corresponding negatives, of eminent entomologists and natural scientists from 1700 to 1938. Most of this material was accumulated by Leland O. Howard, Chief of the Division and Bureau of Entomology from 1894 to 1927. The copies of portraits are arranged alphabetically by name of person; the negatives are arranged numerically; and a collection of prints relating to groups of entomologists is unarranged.

Records of the Division of Bee Culture

Studies of bee culture in the Division of Entomology were begun in 1881 and continued in the Bureau of Entomology through work of its Division of Bee Culture. Under the direction of an apiculturist this Division carried on investigations relating to the behavior, physiology, diseases, and enemies of bees and conducted demonstrations in modern beekeeping practice. It maintained headquarters, a laboratory, and an apiary in Somerset, Md., near Washington, D. C.

LETTERS SENT. 1922-32. 6 ft.

44

Carbon copies of letters sent relating to all phases of the work of the



Division of Bee Culture. Related letters received are missing. The letters sent are arranged chronologically.

### Records of the Division of Cereal and Forage Insects

Investigations of insects affecting cereal and forage crops were carried on by the Division of Entomology as early as 1884. By 1905 they had been placed in a separate unit which became known as the Division of Cereal and Forage Insects of the Bureau of Entomology. This Division conducted investigations to develop effective and economical methods of controlling insects that damage cereal and forage crops, including sugarcane. The work included not only studies of insects but also experimentation in cultural practices, use of machinery, and importation of natural enemies of cereal and forage insects.

LETTERS RECEIVED BY FRANCIS M. WEBSTER. 1881-1908. 3 in. 45

Mainly letters received by Francis M. Webster while he was an agent of the Division of Entomology in Indiana, Illinois, and Ohio. They contain requests for information concerning various insects and statements concerning the Hessian fly, chinch bug, and other insects injurious to cereal and forage crops. Arranged alphabetically by name of correspondent.

LETTERS SENT BY FRANCIS M. WEBSTER. 1904-5. 1 vol. 1 in. 46

Press copies relating to Mr. Webster's investigations of the Hessian fly and other cereal crop insects while he was stationed as an agent of the Bureau of Entomology at Urbana, Ill. Arranged chronologically.

REPORTS BY FRANCIS M. WEBSTER. ca. 1887-1908. 2 in. 47

Unpublished reports describing the habits of insects affecting wheat, corn, and other cereal crops. Most of the reports were apparently prepared for publication in Insect Life, a periodical publication of the Division of Entomology. Arranged by subject.

NOTES RELATING TO FIELD INVESTIGATIONS. 1903-34. 208 ft. 48

Pertain to the appearance, distribution, physiology, and habits of insects affecting cereal and forage crops. Arranged alphabetically by order and thereunder by genus, species, and locality.

These notes were compiled from field and laboratory data submitted by approximately 275 research workers of the Division of Cereal and Forage Insects at some 40 field laboratories throughout the United States. The work was directed by F. M. Webster, 1904-16; W. R. Walton, 1917-23; G. A. Dean, 1923-25; and W. H. Larimer, 1925-34. The notes are on cards (5" x 8") bearing "Webster numbers" (so-called because of their initial use by F. M. Webster), which served to connect field collections and laboratory "rearing notes" with insect specimens preserved in collections of the United States National Museum or other museums collaborating with the Division.

CORRESPONDENCE WITH E. O. G. KELLY. 1907-17. 2 ft. 49

Pertains to investigations of the chinch bug, Hessian fly, and other



insect enemies of cereal and forage crops, carried on by E. O. G. Kelly, who was an entomologist of the Bureau of Entomology stationed at Wellington, Kans. Arranged chronologically.

RECORDS RELATING TO INSECT STUDIES AT THE ENTOMOLOGICAL LABORATORY, WELLINGTON, KANS. 1909-17. 6 vols. 6 in. 50

Consist mainly of registers of insect specimens used in studies at the field laboratory of the Bureau of Entomology in Wellington. The registers show the names of insects, their "Webster numbers," dates they were collected, and places they were collected. The series also includes a book of formulas used in the laboratory's studies. Arranged chronologically.

REPORTS CONCERNING THE EUROPEAN CORN BORER. 1920-23. 4 in. 51

Deal with the control and ecology of the European corn borer. The reports were written by J. Jablonowski, General Director of the Hungarian Agricultural Experiment Station at Budapest, and K. W. Babcock, an entomologist of the Bureau of Entomology. Arranged chronologically.

PUBLICATIONS OF J. S. WADE. 1921-51. 2 in. 52

Reprints of articles and copies of bibliographical monographs pertaining to coleopterous and sugarcane insects written by J. S. Wade, an entomologist of the Division of Cereal and Forage Insects. Arranged chronologically.

RECORDS RELATING TO CORN-BORER INVESTIGATIONS IN JAPAN. 1928-32. 4 ft. 53

Mainly correspondence and notes pertaining to the work of W. B. Cartwright, a scientist of the Bureau of Entomology, during his trip to Japan to collect and ship to the United States useful parasites of the corn borer found there and on the Asiatic mainland. Arranged chronologically.

BIBLIOGRAPHY OF SUGARCANE INSECTS. n.d. 5 ft. 54

Cards, 4" x 6", naming species of sugarcane insects, and authors and titles of publications pertaining to the distribution, habits, physiology, natural enemies, and control of these insects. The bibliography, based chiefly on publications issued from 1919 to 1939, was compiled by J. S. Wade. It covers more than 2,300 species found in all parts of the world and has numerous annotations. The cards are arranged in two sets, one of which is arranged alphabetically by name of species and the other alphabetically by name of author.

SELECTED BIBLIOGRAPHY OF SUGARCANE INSECTS OF THE WORLD. n.d. 4 ft. 55

Cards, 4" x 6", containing information selected chiefly from the bibliography described in entry 54. This bibliography, also compiled by J. S. Wade, lists publications relating to more than 1,200 species of sugarcane insects but does not have annotations. It was published in 1951 by the International Society of Sugar Cane Technologists as A Selected Bibliography of the Insects of the World Associated With Sugar Cane, Their Predators and Parasites. The cards are arranged in the same manner as those described in entry 54.



LIST OF SUGARCANE INSECTS. n.d. 2 ft.

56

Cards, 4" x 6", showing the names and distribution of insects injurious to sugarcane. Arranged alphabetically by name of insect species.

NOTES RELATING TO COLEOPTEROUS INSECTS. n.d. 3 ft.

57

Cards, 5" x 8", containing notes on field investigations and published studies that pertain to the distribution and habits of coleopterous insects. Included are copies of some cards filed with the records described in entry 48. Arranged alphabetically by type of coleopterous insect.

Records of the Division of Southern Field-Crop Insect Investigations

Investigations of a group of insects designated as "insects affecting Southern field crops" was begun by the Bureau of Entomology in 1909. The origins of some phases of this work are traceable, however, to studies of the Mexican cotton boll weevil which were carried on by the Division of Entomology as early as 1894. By 1902 the staff of the Division of Entomology included an "Entomologist in charge of Cotton-Boll Weevil Investigations" and in 1909 the work supervised by this specialist was expanded and designated as Southern Field-Crop Insect Investigations. The Division of Southern Field-Crop Insect Investigations carried on work for the purpose of eradicating or controlling insects injurious to cotton, tobacco, sugarcane, and rice or of developing methods to permit the cultivation of these crops in the presence of injurious insects. For several years W. D. Hunter was in charge of the Division and headquarters were maintained at Dallas, Tex. After 1925 investigations pertaining to sugarcane and rice insects were carried on by the Division of Cereal and Forage Insects and those pertaining to tobacco insects by the Division of Truck Crop Insects. The study of insects affecting cotton crops was then assigned to the newly formed Division of Cotton Insects.

GENERAL CORRESPONDENCE. 1901-24. 22 ft.

58

Pertains to all phases of the work of the Division of Southern Field-Crop Insect Investigations and its predecessor units. The correspondence contains a considerable amount of information about early investigations of the Mexican cotton boll weevil, particularly the development of control and cultural methods and the propagation of parasitic enemies of the weevil. Arranged alphabetically by name of correspondent.

LETTERS AND REPORTS RECEIVED FROM C. H. T. TOWNSEND. 1894-98. 3 in.

59

Deal mainly with the investigations of the Mexican cotton boll weevil by C. H. T. Townsend, a field agent of the Division of Entomology. They show the habits and distribution of and the damage done by the weevil. Arranged chronologically.

NEWSPAPER CLIPPINGS RELATING TO THE COTTON BOLL WEEVIL. 1901-12.  
6 ft.

60

Deal with the habits and distribution of and the damage done by the



cotton boll weevil, efforts to develop control and new cultural methods, and the introduction of parasitic enemies. Arranged chronologically.

NOTICES AND CERTIFICATES RELATING TO GRAIN SHIPMENTS. 1904. 3 in. 61

Notices and certificates sent by grain dealers to W. D. Hunter, showing that authorization of the Department of Agriculture had been obtained for the shipment of grain from regions of Texas free of the cotton boll weevil into Louisiana and Georgia. These notices and certificates were required under quarantine laws of Louisiana and Georgia which the Department helped to enforce. Arranged chronologically.

RECORDS RELATING TO A STUDY OF COTTON GINS. 1904. 3 in. 62

Correspondence, and catalogs and drawings of cotton-gin machinery, relating to a study for determining the effect of cotton gins on the dissemination of the cotton boll weevil. Arranged alphabetically by name of correspondent.

CORRESPONDENCE RELATING TO EXPERIMENTAL WORK. 1904-5. 6 in. 63

Deals with the establishment and operation of experimental farms in Texas by the Bureau of Entomology for the purpose of testing methods of controlling the cotton boll weevil under different climatic and soil conditions. Arranged alphabetically by name of correspondent.

CORRESPONDENCE RELATING TO COTTON BOLL WEEVIL QUARANTINES. 1904-5.

1 ft.

Pertains mainly to the cooperation of the Division of Entomology with Louisiana and other cotton-growing States in the enforcement of quarantine regulations against commodities from areas infested by boll weevils. Arranged by year and thereunder alphabetically by name of correspondent.

SPECIFICATIONS FOR COTTON EXPERIMENTS. 1905. 3 in. 65

Contain information concerning the owner, location, and size of experimental plots; variety of cotton seed to be planted; time of planting; method of cultivation; fertilizers to be used; method of picking; and records to be kept on the experiment. The plots were located mainly in localities in Texas and Louisiana that were infested by boll weevils. The specifications are arranged chronologically.

Records of the Division of Taxonomic Investigations

Taxonomic work (the identification and classification of insects) was begun by the Division of Entomology in 1897 and was given divisional status in the Bureau of Entomology during the fiscal year 1926. The work of the Division of Taxonomic Investigations (later the Division of Insect Identification) was carried on in close cooperation with the United States National Museum. It was concerned primarily with the identification, classification, and description of insects and occasionally with the conducting of studies in insect pathology and morphology.



CORRESPONDENCE OF DR. WILLIAM BARNES. ca. 1910-29. 8 ft. 66

Deals with the collecting of lepidoptera specimens by Dr. Barnes of Decatur, Ill. These specimens and the related documentary materials were purchased by the Department of Agriculture at a cost of \$50,000 for taxonomic investigations of the Bureau of Entomology under authorization of the Second Deficiency Act of fiscal year 1930. The specimens were formally turned over to the United States National Museum on February 6, 1931, to become a part of a collection maintained therein and used by that institution and the Bureau of Entomology. The correspondence is arranged alphabetically by name of correspondent.

NOTEBOOKS RELATING TO THE LEPIDOPTERA COLLECTION OF DR. WILLIAM BARNES. n.d. 10 ft. 67

Contain citations from entomological literature used to identify, classify, and describe specimens of lepidoptera collected by Dr. Barnes. Arranged numerically according to a system apparently used in classifying the specimens.

LISTS RELATING TO THE LEPIDOPTERA COLLECTION OF DR. WILLIAM BARNES. n.d. 1 ft. 68

Contain information about the types of insect specimens in the Barnes collection and about entomological publications used in identifying the specimens. Arranged by subject.

Records of the Division of Tropical and Subtropical Fruit Insect Investigations

Systematic investigations of insects affecting fruits in tropical and subtropical regions were begun by the Bureau of Entomology in 1906 when an agent was appointed to make investigations pertaining to the white fly. At about the same time investigations were begun of scale insects injurious to citrus fruits and of the use of hydrocyanic acid gas in the fumigation of citrus fruit groves. By 1912 all of this work was being carried on in the Division of Investigations of Insects Affecting Citrus Fruits, under supervision of the Assistant Chief of the Bureau. By 1913 the Division had been redesignated the Division of Tropical and Subtropical Fruit Insect Investigations. This Division and its predecessor units carried on studies relating to insects affecting citrus fruits, pineapples, olives, figs, and other tropical and subtropical fruits.

CORRESPONDENCE RELATING TO INVESTIGATIONS OF THE WHITE FLY. 1906-9. 6 in. 69

Deals mainly with the work of A. W. Morrill and R. S. Woglum, field agents of the Bureau of Entomology stationed at Orlando, Fla., and Los Angeles, Calif., respectively, in fighting the menace of the white fly to citrus fruits. Arranged by name of agent and thereunder chronologically.



CORRESPONDENCE RELATING TO INVESTIGATIONS OF CITRUS FRUIT INSECTS IN  
CALIFORNIA. 1914-21. 2 ft.

70

Pertains to investigations conducted by R. S. Woglum and A. D. Borden, field agents, to control insects injurious to citrus fruits in southern California. Some of the correspondence relates to experimental work in the fumigation of citrus groves with hydrocyanic acid gas. Arranged alphabetically by name of correspondent.

RECORDS OF THE BUREAU OF PLANT QUARANTINE

The Bureau of Plant Quarantine, which was not established as such until 1932, had its beginnings in the work done by the Federal Horticultural Board. This Board, established on August 21, 1912, under authority of the Plant Quarantine Act of August 20, 1912 (37 Stat. 315), was empowered to regulate the importation of plants and plant products in order to exclude new and dangerous plant pests, control the interstate transportation of plants and plant products so that the spread of new plant pests might be prevented, and promulgate and enforce quarantine measures to prevent the introduction and spread of insect pests and plant diseases. The Board was also given authority to administer the Insect Pest Act of 1905, mentioned in the description of the Bureau of Entomology, the Terminal Inspection Act of 1915 (38 Stat. 1113), and the Export Certification Act of 1926 (44 Stat. 526). The Terminal Inspection Act, which was enforced in cooperation with the Post Office Department, provided under certain conditions for the inspection at point of destination of plants and plant products transmitted through the mails. The Export Certification Act authorized the inspection and certification of fresh fruits, vegetables, seeds, and nursery stock and other plants for propagation to meet the sanitary requirements of foreign countries. In addition to these functions the Federal Horticultural Board, beginning in 1918, was charged with the enforcement of annually enacted legislation designed to prevent the spread of insect pests by vehicles entering the United States from Mexico. Under the provisions of an amendment to the Plant Quarantine Act of 1912, enacted May 31, 1920 (41 Stat. 726), the Board was made responsible for regulating the movement of plants and plant products from or into the District of Columbia and for controlling injurious plant diseases and insect pests within the District.

Members of the Federal Horticultural Board were appointed by the Secretary of Agriculture. Two representatives from the Bureau of Entomology, two from the Bureau of Plant Industry, and one from the Forest Service, all of whom served without additional compensation, made up the Board. It employed a secretary (later designated as administrative officer) to direct the administrative operations necessary for carrying out substantive functions. Expansion of the Board's work led to frequent staff reorganizations, but in general the Board maintained a small administrative and investigative staff in Washington, D. C., and used a large force of inspectors at ports of entry, border stations, and in localities affected by plant quarantines. Some State officials connected with plant quarantine



and control work were appointed collaborators of the Board to assist in the enforcement of quarantine and regulatory orders in their areas. The Board was assisted by the Bureau of Entomology in plant quarantine and control activities caused by the Mediterranean fruit fly, melon fly, European corn borer, gypsy and brown-tail moths, Japanese and Asiatic beetles, and Mexican fruit worm; and by the Bureau of Plant Industry in the administration of quarantines on account of white-pine blister rust, phony peach disease, and black stem rust. It had the cooperation of the Bureau of Customs of the Treasury Department in handling plants and plant products arriving at ports of entry and obtained through the State Department the cooperation of foreign governments in the inspection of plant material offered for export to the United States. The Post Office Department cooperated in many phases of the Board's work directed against the importation and interstate movement of noxious insects.

Pursuant to the Agricultural Appropriation Act of May 16, 1928 (45 Stat. 565), the Board was replaced by the Plant Quarantine and Control Administration on July 1, 1928, and the plant quarantine and control activities of the Bureau of Entomology and the Bureau of Plant Industry were transferred to the Administration. An advisory Federal Plant Quarantine Board was also provided for by the reorganization.

The Administration maintained a central office in Washington, D. C., and field offices and stations in various parts of the United States. Some of its regulatory work was carried on with the cooperation of other Federal bureaus and State and local agencies. The work of the Administration was under the general direction and supervision of a Chief, who was aided by an Assistant Chief. In addition to the Office of the Chief, the Administration consisted of the Divisions of Foreign Plant Quarantines, Domestic Plant Quarantines, Pink Bollworm and *Thurberia* Weevil Control, Date-Scale Control, Gypsy Moth and Brown-tail Moth Control, European Corn Borer Control, Japanese Beetle Control, Mexican Fruit Worm Control, and Mediterranean Fruit Fly Eradication.

In 1932 the Plant Quarantine and Control Administration was designated the Bureau of Plant Quarantine, which continued with similar functions and organization.

#### Records of the Federal Horticultural Board

A few series of records that were begun by the Board but that were continued by the Plant Quarantine and Control Administration are described with the other records of the Bureau of Plant Quarantine (see entries 80-82).

#### General Records

The general records of the Federal Horticultural Board are considered to consist of records maintained by the Chairman, Secretary, and other officials of the Board who had general responsibility for the administration of the Board's activities.



MINUTES. 1912-28. 5 vols. 1 ft. 71

Minutes of regular and special meetings and conferences held by the Board, usually in the office of the Chairman of the Board in Washington, D. C. Regular meetings of the Board were held weekly; special meetings and conferences were called from time to time to deal with special quarantine problems. The minutes summarize discussions and decisions and provide much information concerning the history and administration of Federal plant quarantine measures. The volumes are indexed by subject; the minutes are arranged chronologically.

GENERAL CORRESPONDENCE. 1912-28. 270 ft. 72

Pertains to all activities of the Federal Horticultural Board and contains a great deal of information concerning the determination of need for plant quarantine measures, enforcement of foreign and domestic quarantine and other restrictive orders, administration of special Congressional appropriations for the control or extermination of newly established plant enemies, and cooperation with other Federal agencies in plant quarantine work. Arranged alphabetically by name of correspondent.

#### Records of the Branch of Domestic Plant Quarantines

The Branch of Domestic Plant Quarantines, established in 1927 under the Federal Horticultural Board, represented the consolidation of certain units that had been concerned with various phases of regulatory work pertaining to the control of insect pests within the United States. The Branch supervised the enforcement of quarantines designed to prevent the further distribution within the United States of the pink bollworm, *Thurberia weevil*, white-pine blister rust, date-palm scale, and other crop pests.

CORRESPONDENCE RELATING TO THE CONTROL OF THE PINK BOLLWORM AND THURBERIA WEEVIL. 1912-28. 10 ft. 73

Deals with the conduct of operations for the eradication or suppression of the pink bollworm and *Thurberia weevil*, two important insects infesting cotton in the Southwestern United States. Arranged chronologically.

"NOTICES TO AGENTS." 1921-28. 2 in. 74

Circulars from the head of the Pink Bollworm Field Service to inspectors of the Service presenting information concerning fiscal or other administrative matters and procedures for field inspections. Arranged chronologically.

MONTHLY NARRATIVE AND STATISTICAL REPORTS OF THE PINK BOLLWORM FIELD SERVICE. 1923-27. 4 in. 75

Describe the progress of work to control the pink bollworm and *Thurberia weevil*. Arranged chronologically.

RECORDS RELATING TO THE INTERSTATE SHIPMENT OF CURRANT AND GOOSEBERRY PLANTS. 1926-28. 2 ft. 76

Consist mainly of correspondence, reports, and permit applications



relating to Regulation 4 of Plant Quarantine No. 63. This regulation was devised to help control white-pine blister rust by restricting the interstate shipment of currant and gooseberry plants, two important carriers of the disease. The records are arranged alphabetically by State and thereunder by name of permittee.

#### Records of the Branch of Foreign Plant Quarantines

The Branch of Foreign Plant Quarantines was established in 1927 under the Federal Horticultural Board as the successor to the Plant Quarantine Inspection Service. This Service had represented the consolidation of two of the Board's early units, the Port Inspection Service and the Mexican Border Inspection Service. The Branch of Foreign Plant Quarantines supervised the enforcement of quarantines or restrictive orders prohibiting or regulating the movement of plants and plant products into and out of the United States and its territorial possessions and had charge of plant quarantine work for the District of Columbia.

CORRESPONDENCE RELATING TO PORT INSPECTION WORK. 1913-28. 32 ft. 77

Mainly correspondence of the head of the Branch of Foreign Plant Quarantines and predecessor units under the Federal Horticultural Board with plant quarantine inspectors at major American ports of entry and carbon copies of letters sent by the inspectors. The correspondence deals with inspection policies and procedures, interception or release of particular shipments of plants and plant products, administrative operations, and other related matters. Arranged alphabetically by name of port.

CORRESPONDENCE RELATING TO MEXICAN BORDER INSPECTION WORK. 1917-28.  
10 ft. 78

Mainly correspondence of the head of the Bureau of Foreign Plant Quarantines and predecessor units under the Federal Horticultural Board with plant quarantine inspectors at important border localities between Mexico and Texas, and carbon copies of letters sent by the inspectors. Much of the correspondence pertains to the same subjects as are mentioned in entry 77, but a considerable amount also relates to such insect pests as the pink bollworm and Mexican fruit worm that required special quarantine measures. Arranged alphabetically by name of border locality.

#### Other Records

MINUTES OF THE FEDERAL PLANT QUARANTINE BOARD, THE PLANT QUARANTINE AND CONTROL ADMINISTRATION, AND THE BUREAU OF PLANT QUARANTINE. 1929-34.  
1 vol. 1 in. 79

Minutes of conferences and a few brief reports on hearings to discuss the adoption or revision of plant quarantine measures. They contain a considerable amount of information concerning Federal efforts to combat new plant pests such as the Japanese beetle and the Mediterranean fruit fly. Minutes of the Federal Plant Quarantine Board for the period July 5-December 17, 1928, are filed and indexed with minutes of the Federal Horticultural Board, volume 5, described in entry 71. Arranged chronologically.



RECORDS RELATING TO PLANT QUARANTINES. 1912-49. 6 ft. 80

Records pertaining to Plant Quarantines Nos. 1 through 75, including notices of hearings, stenographic reports of hearings, notices of quarantines, and amendments to regulations supplemental to the notices. These records document procedures used in the promulgation of plant quarantines and describe the circumstances that led to such action. They were accumulated by the Federal Horticultural Board, the Plant Quarantine and Control Administration, the Bureau of Plant Quarantine, and the Bureau of Entomology and Plant Quarantine. Arranged by quarantine number.

REGULATIONS GOVERNING THE MOVEMENT OF PLANTS AND PLANT PRODUCTS.

1913-32. 1 ft.

81

Original signed regulations, issued under authority of the Plant Quarantine Act of 1912 and amendments, governing the movement of nursery stock and other plant material likely to carry injurious insects or diseases. They were issued by the Federal Horticultural Board and the Plant Quarantine and Control Administration. Arranged alphabetically by subject.

RECORDS RELATING TO PLANT QUARANTINE NO. 37. 1919-32. 90 ft. 82

Consist mainly of correspondence, reports, applications, and permits relating to the enforcement of Plant Quarantine No. 37 and the attitudes and problems of horticultural producers resulting from enforcement operations. They were accumulated by the Federal Horticultural Board and the Plant Quarantine and Control Administration. Arranged alphabetically by name of correspondent or permittee.

Plant Quarantine No. 37 and supplemental regulations to it superseded previously enforced restrictions on imports that had been directed against specific plants and disease and insect carriers. Effective June 1, 1919, it brought under restriction the importation of nursery stock and other plants and plant products for or capable of propagation. It provided that field vegetable and flower seeds could be imported without permit; that rose stocks, certain bulbs, nuts, and tree seeds could be imported under permit in unlimited quantities from countries having inspection provisions; and that all other plants could be imported only under special permit in limited quantities to keep the United States supplied with new varieties and necessary propagating stock or for any necessary experimental, educational, or scientific purpose.

"NOTICES" TO PLANT INSPECTORS. 1928-32. 4 in. 83

Instructions to plant inspectors at ports of entry and border stations, describing plant pests and the procedures to be followed in dealing with shipments of plants and plant products likely to carry such pests. These are records of the Plant Quarantine and Control Administration. Arranged chronologically.

RECORDS RELATING TO THE ERADICATION OF THE MEDITERRANEAN FRUIT FLY.

1929-31. 8 ft.

84

Correspondence, reports, and other records relating mainly to the

cooperative work of the Plant Quarantine and Control Administration with the Florida State Plant Board in the investigation and eradication of the Mediterranean fruit fly in Florida. A few of the records are dated later than 1931 and pertain to related investigations in other States. A box list of these records is available. The records are arranged alphabetically by subject.

CARTOGRAPHIC RECORDS RELATING TO THE ERADICATION OF THE MEDITERRANEAN FRUIT FLY. 1930-33. 8 in. 1,528 items. 85

Published, annotated, and manuscript maps dealing primarily with the eradication of the Mediterranean fruit fly in Florida, 1930-31. Included are dot maps of the State of Florida showing the number and location of infestations of the fly within each county and large-scale county and township maps showing the location of infested citrus groves, various types of vegetation, roads, and other details. Arranged mainly alphabetically by name of county.

CARTOGRAPHIC RECORDS RELATING TO PLANT DISEASE AND INSECT CONTROL. 1930-47. 1 in. 110 items. 86

Manuscript and published maps and graphs depicting areas of infestation and the status of control of several diseases and insects injurious to plants. Arranged alphabetically by name of disease or insect.



For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Section, National Archives, General Services Administration, Washington 25, D. C.





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# PRELIMINARY



# INVENTORIES

Number 93

RECORDS OF THE  
FEDERAL COMMUNICATIONS COMMISSION

Compiled by Albert W. Winthrop

THE LIBRARY OF THE  
SEP 15 1967  
UNIVERSITY OF ILLINOIS

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
FEDERAL COMMUNICATIONS COMMISSION

(Record Group 173)

Compiled by Albert W. Winthrop



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956

National Archives Publication No. 57-1



## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 270-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 4,700 rolls of this microfilm, described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

The Communications Act of 1934, approved June 19, 1934, established the Federal Communications Commission (FCC) to regulate radio broadcasting and interstate and foreign communications by radio or wire (telegraph, telephone, and cable). For the first time, a single authority exercised unified control over facilities for interstate communication by wire and radio. Before that date the Post Office Department, the Interstate Commerce Commission, the Department of State, and the Commerce Department had all had a part in the regulation of such facilities.

The first Federal statute dealing with the telegraph, an act of March 3, 1843, authorized the building of an experimental telegraph line from Washington to Baltimore under the general direction of the Postmaster General and the immediate supervision of S. F. B. Morse. The line was completed on May 24, 1844, and turned over to private operation in December 1846. Thereafter there was no Federal control over telegraph lines until Congress, by an act of July 24, 1866, authorized the Postmaster General to fix rates on July 1 of each year for Government telegrams for the ensuing fiscal year. This authority was exercised continuously from July 1, 1871, to July 1, 1934.

General regulatory powers over telegraph, telephone, and cable companies (whether wire or wireless) engaged in interstate business were vested in the Interstate Commerce Commission by an act of June 18, 1910. Although the Commission continued to regulate some aspects of the operation of cable companies, the Department of State was authorized by Executive Order 3513, of July 9, 1921, to receive all applications to land or operate submarine cables in the United States and to advise the President with respect to the granting or revocation of such licenses. A few days after Congress passed the Communications Act of 1934, transferring the regulation of interstate communications by wire from the Interstate Commerce Commission to the Federal Communications Commission, the President transferred duties relating to the licensing of cable companies from the Department of State to the Federal Communications Commission. Executive Order 6779, of June 30, 1934, authorized and directed that Commission to receive all applications for licenses to land or operate submarine cables in the United States and, after obtaining the approval of the Secretary of State and such assistance from any Government agency as it might require, to advise the President with respect to the granting or revocation of such licenses.

Wireless communication was at first under no Federal control. Early wireless was used chiefly by shipping companies to protect life and property at sea, and by the Army and Navy for military purposes. Transmitting was unregulated, and operators were free to use any convenient wavelength and power.

The first legislation concerning radio was an act of June 24, 1910,



which required certain passenger-carrying steamers to have radio operators and apparatus for radio communications aboard and authorized the Secretary of Commerce and Labor to issue regulations to carry out the act. As this act was applicable only to marine service, the Secretary on July 1, 1911, organized a Radio Service within the Bureau of Navigation. In July 1912, Congress extended the act of 1910 to cover cargo vessels and required at least two skilled radio operators on certain types of Great Lakes and ocean-going passenger vessels.

Regulation of radio communications began with an act of August 13, 1912, which required operators of radio communication for commercial purposes to be licensed by the Secretary of Commerce and Labor. Each station was required to designate its normal wavelength or wavelengths for sending and receiving but could also use any additional wavelength desired. This hindered the Radio Service in its efforts to enforce specific frequencies. The channelizing of frequencies was nevertheless advanced by the Radio Service's requirement that each station on shipboard use the normal wavelength designated for it by the international convention in force.

Before 1921 the work of the Radio Service was almost entirely routine, confined largely to the inspection of ships and the licensing of ship radios, shore stations, and operators. The general public knew little about radio, although it was occasionally thrilled by a rescue at sea made possible by the use of radio. With the exception of a few thousand amateur operators, radio did not enter into the life of the mass of the people. In the latter part of 1921, conditions were suddenly changed. On November 2, 1920, for the first time in history, presidential election returns (the Harding-Cox returns) were broadcast by Station KDKA of the Westinghouse Electric Co. in Pittsburgh, inaugurating the first regular broadcasting service. The number of broadcasting stations grew to 60 by March 1, 1922, and to 564 by November of that year. On February 27, 1922, Secretary of Commerce Herbert Hoover estimated that over 600,000 persons possessed radio receiving sets.

All stations in the early days of broadcasting transmitted on one of three wavelengths, but since their signals were weak, interference was at a minimum. As transmitters became more powerful and receiving sets more sensitive, however, complaints of interference became common. To cope with the problem, the Radio Service called annual National Radio Conferences from 1922 to 1925, at which representatives of the industry in cooperation with the Service instituted a system of self-regulation. In July 1926 the Attorney General rendered an opinion that the Service had exceeded its power under existing law in assigning wavelengths and determining the amount of power used by radio stations. Virtual chaos resulted from this decision. Radio stations appropriated unused frequencies, thereby destroying proper separation between transmitters. The situation was complicated by the entrance of about 250 new stations into the already crowded ether and by a heavy increase in power by the older stations. As a result, stations soon blanketed one another and interference made reception almost impossible.



To avoid a complete breakdown of the broadcasting industry, Congress enacted a law, approved February 23, 1927, authorizing the establishment of a new agency, the Federal Radio Commission, with power to issue radio station licenses, allocate frequency bands to various services and broadcasting and other specific frequencies to individual stations, and control the amount of power used. The Commission brought some order out of the chaos by reallocating the authorized channels for all stations in all kinds of service, point to point (communications) and broadcasting.

The establishment of the Federal Radio Commission did not terminate the Radio Service of the Department of Commerce. With the growing importance of radio communication and radio broadcasting in the 1920's and the expansion of radio activities unrelated to the marine service, the Secretary of Commerce reorganized the Service as the Radio Division in 1927. Nine radio district headquarters, branch offices, and a centrally located monitoring station were placed under its jurisdiction. The Division's basic duties consisted of inspecting all types of commercial and private radio stations, examining and licensing radio operators (as distinct from licensing radio stations, a function given to the Federal Radio Commission), monitoring the radio spectrum to check whether stations were operating within their assigned frequencies, and conducting investigations of interference.

It soon became evident that efficient regulation of the radio industry in its communications and broadcasting aspects was adversely affected by regulations originating from two governmental bodies operating independently of one another. Consequently, in July 1932 the Radio Division, together with its records, personnel, property, and unexpended funds, was transferred to the Federal Radio Commission by Executive Order 5892. The Commission did not maintain the records of the Radio Division as a separate unit but consolidated most of them with its own files for the purpose of maintaining a complete record of each broadcasting station from the beginning of governmental control.

The newly expanded Federal Radio Commission thereupon established a Division of Field Operations, which took over the duties of the Radio Division, including monitoring broadcasts and investigating and reporting to the Commission alleged violations of laws, treaties, and Federal Radio Commission regulations.

The Communications Act of 1934 abolished the Federal Radio Commission and transferred its functions and records to the Federal Communications Commission. It also transferred to the new agency the functions and most of the records of the Interstate Commerce Commission and the Postmaster General relating to wire and wireless communications. The new Commission maintained some of the records of predecessor agencies as an open file by adding to them records created during the course of its own operations.

The Commission was authorized to regulate interstate and foreign commerce in communications by wire and radio "so as to make available, so



far as possible, to all the people of the United States a rapid, efficient, nation-wide and world-wide wire and radio communications service with adequate facilities at reasonable charges . . . "

In the common carrier field the Commission regulates the domestic and international telephone and telegraph industries including ocean cables, intercity television program relay systems, radio-communication services in the Territories, except Alaska, and the domestic mobile radio service. In the field of safety and special radio services, the Commission regulates marine, aeronautical, public safety, land transportation, industrial, amateur, citizens, and disaster radio services. In the field of broadcasting the Commission regulates television, standard (AM) and frequency modulation (FM) transmissions, which include noncommercial educational FM and television broadcast services, facsimile broadcast service, and international broadcast service. The Commission also conducts examinations for radio operators, licenses operators, maintains monitoring stations for surveillance of the radio spectrum, inspects radio stations and ship stations, conducts technical measurements and engineering investigations, allocates bands of frequencies to the various radio services, and participates in international conferences concerned with frequency allocation.

The Commission is organized into eight staff offices and four operating bureaus. The eight staff offices consist of the following: Office of the Chief Accountant, which deals with the formulation of accounting regulations and the direction of economic and statistical research; Office of the Chief Engineer, which is concerned with the engineering phases of communications regulations; Office of the General Counsel, which serves as legal advisor to the Commission on such matters as litigation, legislation, rule making, and international treaties; Office of the Secretary, which is responsible for preparing Commission minutes, processing correspondence and official papers, and administering the library, the technical assistance program, and international telecommunications settlements; Office of Administration, which reviews the programs and procedures of the Commission and handles its budget, personnel, and other internal management functions; Office of Reports and Information, which releases public announcements by the Commission and is the central source of public information; Office of Hearing Examiners, which conducts hearings and prepares and issues initial decisions; and Office of Opinions and Review, which assists the Commission in the preparation of memoranda, opinions, decisions, and orders.

The four operating bureaus consist of the following: Common Carrier Bureau, which regulates common carrier activities; Safety and Special Radio Services Bureau, which regulates safety and special radio services; Broadcast Bureau, which regulates broadcasting activities; and Field Engineering and Monitoring Bureau, which, through its field offices and stations performs monitoring, inspection, operator examination, and investigative activities.



This inventory covers all the records in Record Group 173, Records of the Federal Communications Commission, that had been transferred to the National Archives by January 1956. They amount to about 1,800 cubic feet. The records are those of predecessors of the Commission<sup>1</sup> as well as those of the Commission itself. Also included are the records of the Interdepartment Radio Advisory Committee, whose work was closely related to that of the Commission.

The use of some of the records described in the inventory is restricted.

The description of the records of the Interdepartment Radio Advisory Committee was prepared by John F. Simmons.

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<sup>1</sup> Early records relating to the development of the telegraph system will be described in the Preliminary Inventory of the Records of the Office of the Postmaster General.





# RECORDS OF THE FEDERAL COMMUNICATIONS COMMISSION

## RECORDS OF PREDECESSOR AGENCIES

### Records of the Radio Division, Department of Commerce

This Division originated on July 1, 1911, as the Radio Service in the Bureau of Navigation, Department of Commerce and Labor. In 1927, the Service was separated from the Bureau of Navigation and reorganized as the Radio Division. It was headed by a chief, who was under the direct supervision of the Secretary of Commerce. The Division was abolished on July 20, 1932, by Executive Order 5892, which transferred all its duties, powers, and functions, together with its personnel, records, papers, public property, and unexpended funds, to the Federal Radio Commission.

GENERAL RECORDS. 1910-34. 99 ft.

This classified general file of the Radio Division was transferred to the Federal Radio Commission in 1932, and that agency filed its current records in the file. It consists of reports; correspondence; orders; organizational, housekeeping, and other memoranda; scattered research and case material documenting the early history of radio regulation; and other papers. The material is arranged according to a subject-numeric scheme, with numbers from 1 to 7964. An incomplete index to the files, identifying folder numbers by subject title, is available. The index covers the numerical range of 1 to 5999, with gaps, for the period 1910-27. 1

GENERAL CORRESPONDENCE. 1929-32. 61 ft.

This series, representing an alphabetic-numeric consolidation by subject of some 2,000 separate correspondence files, was set up as a result of an office order of June 11, 1930. It consists of letters and memoranda relating to complaints of interference and violation of regulation; operations of amateur, commercial, and broadcast stations; administrative and technical matters in each district, various governmental departments, and the Radio Division; and matters relating to the radio industry generally. The classification scheme is reproduced in the appendix. 2

CORRESPONDENCE RELATING TO APPLICATIONS FOR BROADCAST STATION LICENSES.  
1928-32. 31 ft.

Consists of letters relating to applications for construction permits, license renewal or modification, changes in station call letters, and complaints of violations or interference received in connection with applications for licenses; memoranda relating to complaints of interference and violations which have been referred to radio district supervisors for investigation and report; and broadcasting station inspection reports. Arranged alphabetically by station call letters. 3



## Records of the Interstate Commerce Commission

The act of June 18, 1910, commonly known as the Mann-Elkins law, placed telegraph, telephone, and cable companies doing an interstate business under the jurisdiction and authority of the Interstate Commerce Commission. In administering the act, the Commission established uniform systems of accounts for telegraph, telephone, and cable carriers, made valuation studies of the properties of certain carriers, and required them to submit monthly reports of operating revenues and expenses and annual reports showing financial and operating statistics.

For the period from August 1, 1918, to July 31, 1919, the Federal Government, through the Postmaster General, took over the control of telephone and telegraph companies as a war measure. During this period the ICC did not exercise any regulatory powers over their rates, charges, or practices.

With the enactment of the Communications Act of 1934, the regulation of interstate telegraph and telephone carriers together with related records and papers was transferred to the Federal Communications Commission.

TELEGRAPH, TELEPHONE, AND CABLE COMPANY REGULATIONS. 1912-32. 14 vol.  
4 ft. 4

Bulletins and orders containing instructions and standards for the establishment of uniform systems of accounts, the destruction of records, the filing of annual reports, the classification of telephone employees, and the definition of classes of telephone companies. Arranged by subject.

DOCKETED CASE FILES. 1912-32. 9 ft. 5

Relate to rate and conditions of service matters, ex parte proceedings of the Commission, and proceedings based on applications of interstate telegraph, telephone, and cable companies for relief under provisions of the several Interstate Commerce Acts. A typical case file includes a complaint containing the names of the parties at dispute and the nature of the controversy, a motion of the Commission for investigation, or a petition of a carrier for relief; a statement of facts, exhibits, official transcripts of testimony, reports, correspondence, telegrams, and other legal documents and supporting papers; and the order of the Commission, i.e., its decision. The following case files are contained in this series: 3596, 4494, 4697, 5130, 5412, 5421, 5436, 5462, 5463, 5503, 5722, 5739, 6962, 8917, 9102, 9648, 11131, 11239, 11524, 12159, 14700, 14797, 15809, 15840, 17473, 21391, 24102, 24156, 24336, 24738, and 25705. The other case files originally in the series pertained to matters which remained under the jurisdiction of the ICC.

FINANCE CASE FILES. 1921-34. 25 ft. 6

Relate to actions by the Commission on requests by carriers for permission to issue bonds, make loans, effect consolidations, or undertake other basic financial operations. A typical file includes the application of the carrier, testimony, reports, exhibits, correspondence, telegrams, and the order of the Commission. Only those dockets pertaining to tele-



graph, telephone, and cable carriers are included in this series. Arranged numerically from 1570 to 10460, with gaps.

VALUATION CASE FILES. 1918-27. 4 ft.

Consist of all essential documents filed in connection with the initial valuation of telegraph, telephone, and cable carrier property under the act of March 1, 1913. A typical file includes engineering, land, and accounting reports, the tentative valuation of the Commission, protest by the carrier, transcripts of testimony, exhibits, briefs, petitions, correspondence, and the report and order of the Commission. The following files are included in this series: V7, V57, V888, V944, V953, V955, V956, V963, V989, V1010, V1075, V1078, V1080, and V1081.

MINUTES OF MEETINGS OF THE ENGINEERING BOARD OF THE BUREAU OF VALUATION. 1919-20. 1 in.

Consist of transcripts of minutes, together with related correspondence pertaining to the valuation of telegraph properties and to engineering and other overhead expenses to be used in reporting telegraph properties. Arranged chronologically.

CORPORATE HISTORY OF THE WESTERN UNION TELEGRAPH CO. 1907. 2 in.

A narrative account of the history and organization of the Western Union Telegraph Co. and of all corporations which have been consolidated in it, merged with it, or purchased by it. There is also a list of telegraph lines purchased or acquired from various individuals and companies. Arranged chronologically.

CORPORATE HISTORY OF THE MACKAY COMPANIES LAND LINE SYSTEM. 1919. 1 in.

A narrative account of the history and organization of the many corporations that comprised that Mackay Companies Land Lines System (Postal Telegraph System) on June 30, 1919. Arranged chronologically by name of company.

TELEPHONE COMPANY CONTRACT RELATIONS HISTORY. 1919. 1 in.

A report of contract relations between railroads and commercial telegraph companies consisting of brief analyses of provisions of telegraph contracts and narrative accounts of their operation. Arranged alphabetically by name of telegraph company.

VALUATION RECORDS RELATING TO THE WESTERN UNION TELEGRAPH CO. 1910-31. 2 ft.

Periodic appraisal reports and related papers of the Bureau of Valuation on Western Union Telegraph Co. properties. The records include (1) an appraisal report of the valuation of the physical plant, except real estate and patents, by Westinghouse, Church, Kerr and Co., Inc., as of June 30, 1910, with related papers; (2) transcripts of testimony taken in Valuation Docket No. 1080, Valuation of the Western Union Telegraph Co., Oct-Dec. 1928; (3) reports of the Western Union Telegraph Co. Valuation Engineer on unit labor costs, 1928; (4) a reinventory of the company independent offices and highway lines, dated July 2, 1931; and ( 5 ) the



rough draft and one copy, with related papers, of the tentative valuation report on the property of the Western Union located within the continental United States and known as the "land lines system," as of December 31, 1931. Also included are appraisals of buildings used exclusively but not owned by Western Union. Arranged chronologically.

VALUATION REPORT ON THE MACKAY COMPANIES. June 28, 1928. 3 in. 13

A tentative valuation report on the properties of the Mackay Companies Land Line System, comprising 43 system companies, as of June 30, 1919. The report is related to Valuation Docket No. 1081. Arranged by name of company.

VALUATION SECTION FORMS. 1910-20. 5 in. 14

Copies of forms used by the Valuation Section of the Western Union Telegraph Co. in 1920, including authority sheet forms, labor cost forms, plant instructions, and financial statement forms; and copies of standard forms used by the Bureau of Valuation, Interstate Commerce Commission, 1910-15. Arranged by type of form.

ACCOUNTING RECORDS RELATING TO THE WESTERN UNION TELEGRAPH CO. 1915-19. 5 in. 15

Include working papers containing corporate and financial data concerning telegraph and allied companies owned, controlled, or leased on December 31, 1915, by the Western Union Telegraph Co., and an accounting report on the company as of June 30, 1919. This report covers the period from the date of incorporation, April 1, 1851, to the date of valuation for the Western Union, its lessors or stock-controlled telegraph companies, and their predecessors, totaling 259 corporations. Arranged chronologically.

ACCOUNTING RECORDS RELATING TO THE MACKAY COMPANIES. 1919-27. 1 ft. 16

Include an accounting report on the Mackay Companies Land Line System, popularly known as the Postal Telegraph System, and its lessors as of June 30, 1919. This report covers the period from May 1, 1908, to the date of valuation for 39 separate telegraph companies and one messenger company whose properties were operated by virtue of stock control, and three telegraph companies whose properties were operated through lease. There are also worksheets and ledgers for land and rights-of-way, 1926-27. Arranged chronologically.

INVENTORY REPORTS ON THE WESTERN UNION TELEGRAPH CO. 1931. 20 ft. 17

Inventory summaries (in 68 loose-leaf volumes) of all lands and buildings, rights in private lands, paving, equipment, pole lines, cables, conduits, and other properties owned and used by the Western Union, as of December 31, 1931, for Western Union geographical divisions and for the United States as a whole. Each ledger page contains a description of the item of property, its condition expressed by a percentage of depreciation, the unit, and the number of units. Also included are weekly work reports of Interstate Commerce Commission inspectors filed in connection with the



inventory. Arranged by State and thereunder alphabetically by local subdivisions.

INVENTORY LISTS OF THE WESTERN UNION TELEGRAPH CO. 1915. 3 in. 18

Lists containing inventories of certain of the books and records of the Western Union Telegraph Co. and of its subsidiary and affiliated companies prepared in response to a request of the Bureau of Valuation. Arranged alphabetically.

RECORDS RELATING TO DEPRECIATION OF TELEPHONE, TELEGRAPH, AND CABLE PROPERTIES. 1921-34. 5 ft. 19

Records compiled by the Depreciation Section, Bureau of Accounts, ICC. They include circulars, together with related correspondence, submitted by telephone companies to the ICC for its use in determining the classes of telephone property subject to depreciation; worksheets containing statistical data on telegraph and cable companies relating to investments in plant and equipment, depreciable property, and the reserve for accrued depreciation; and reports and schedules concerning depreciation rates, service lines, and salvage values of fixed assets of telephone companies, accumulated in response to orders in ICC Docket No. 14700. Arranged by type of record.

## RECORDS OF THE FEDERAL COMMUNICATIONS COMMISSION

### Records of the Office of the Secretary

The Office of the Secretary was organized on July 11, 1934, at the same time that the Federal Communications Commission was established, although many of its duties and functions were a continuation of those performed by the office of the same name in the Federal Radio Commission. The Office acquired all minutes and dockets of predecessor agencies relating to wire and wireless communications and maintained them in an open file to which were added records created during current operations. In 1946 the Office was reorganized as the Secretary's Department. On May 12, 1948, in compliance with a staff directive of the Commission changing the nomenclature of administrative elements to conform to the general governmental pattern, the Secretary's Department became the Bureau of the Secretary. On March 2, 1952, the Commission, completing a reorganization of its staff, changed the name of the Bureau of the Secretary to the Office of the Secretary.

MINUTES. Mar. 1927-Dec. 1954. 9 ft. 20

Eight reels of 35 mm. microfilm copies of the official minutes of the Federal Radio Commission, and 14 reels of 35 mm. and 83 reels of 16 mm. microfilm copies of the official minutes of the Federal Communications Commission. The minutes of the Federal Radio Commission relate to the classification of radio stations, nature of services rendered, assignment of frequencies, location of stations, and the issuance of regulations to prevent interference and regulate the kind of apparatus used. The minutes of the Federal Communications Commission include transcripts of discussions on significant problems relating to government regulation of radio



and wire communications. Beginning in 1946, the minutes include, as attachments, copies of documents representing Commission actions (e.g., orders, regulations, resolutions, and memoranda). The minutes are arranged in simple chronological order up to the end of 1945, but thereafter, each month's accumulation is broken down into "A," "B," "C," "E," "M," "P," and "S," classes, each of which is chronologically arranged. Class "A" contains the minutes of the Commission proper, while the "C" class consists of "Confidential" minutes. The remaining classes are made up of the minutes of agents to which the Commission has delegated certain of its functions: The Administrative Board ("B"), the Chief Engineer ("E"), the Motions Committee ("M"), the Personnel Officer ("P"), and the Secretary ("S").

DOCKETED CASE FILES. 1927-52. 1,178 ft.

21

These are the records of cases heard and decided by the Federal Radio Commission and the Federal Communications Commission upon petitions and complaints of interested persons or upon the motion of either Commission. They involve chiefly telephone, telegraph, cable, and radio and television broadcasting companies and deal with such matters as rates, facilities, quality of service, corporate organization, assignment of radio frequencies, and transfers of ownership. A typical file includes official reports of proceedings containing the testimony of witnesses; correspondence; a statement of facts; and exhibits consisting of books, papers, schedules of charges, contracts, agreements, documents, and other records relating to any matters under consideration. Arranged numerically from 1 to 10,347, with gaps. 1 to 2,355 are dockets of the Federal Radio Commission.

HISTORIES OF KOREAN WAR ACTIVITIES. 1952. 1 in.

22

Unpublished histories of the defense program activities of the FCC during the Korean war. They consist of a report for the Defense History Program, Progress Report of Work on Defense, and Proposed Civil Defense Plan for the FCC. These histories were prepared as part of the Defense History Program suggested by the President in a letter of January 29, 1951, to the Director of the Bureau of the Budget. Arranged by name of report.

SOUND RECORDINGS RELATING TO DOCKETED CASE FILES. 1936-46. 5 ft.

23

Thirteen 10-inch, 217 12-inch, and 166 16-inch instantaneous sound recordings on aluminum base representing exhibits submitted in evidence to the FCC by various radio stations relating to docketed case files 4369, 4513, 4654, 4681, 4869, 4894, 5012, 5060, 5248, 5250, 5618, 5859, and 5892. Arranged by case file number.

SPECIAL INVESTIGATION CASE FILE NO. 1. 1936. 30 ft.

24

Official transcripts of proceedings, digests of hearings, and exhibits assembled in a special investigation of the American Telephone and Telegraph Co. and all other companies engaged directly or indirectly in interstate telephone communications, including all of their subsidiary, affiliated, associated, and holding companies. This investigation was conducted pursuant to the Joint Resolution of Congress, approved March 15, 1935



(Public Resolution No. 8, 74th Congress). Proceedings are arranged chronologically; exhibits, numerically.

EXHIBITS OF THE NATIONAL ASSOCIATION OF BROADCASTERS. Oct. 1934. 38 vols. 3 ft. 25

Exhibits submitted by the association to the Broadcast Division in a hearing regarding section 307 (c) of the Communications Act of 1934. The exhibits consist of notarized statements by officials of broadcasting stations listing programs broadcast of a religious, educational, civil, charitable, labor, or farm nature. Arranged alphabetically by station call letters.

MAP OF COMMERCIAL AVIATION COMMUNICATIONS IN THE UNITED STATES.

June 1937. 1 item. 26

A processed commercial aviation communications system map of the United States showing radio station locations on June 30, 1937.

MAP OF CUBA. Jan. 1942. 1 item. 27

A processed map of Cuba showing radio facilities in operation on Jan. 10, 1942.

#### Records of the Office of the Chief Accountant

The Accounting, Statistical, and Tariff Department was organized in October 1934. It acquired all financial records of predecessor agencies relating to wire and wireless communications and maintained them in an open file to which were added records created during current operations. In 1944 the name was changed to the Accounting Department. The Accounting Department became the Bureau of Accounts on May 12, 1948, in accordance with a staff directive of the Commission changing the nomenclature of administrative elements to conform to the general governmental pattern. By an order of March 3, 1950, the name of the Bureau of Accounts was changed to Office of the Chief Accountant.

FINANCIAL REPORTS OF TELEPHONE COMPANIES. 1914-49. 281 ft. 28

Original copies of annual financial reports submitted to the Interstate Commerce Commission and, after 1934, the Federal Communications Commission, by telephone companies and telephone holding companies. They contain financial statements and supporting schedules and supplements. Arranged by year and thereunder alphabetically by name of company.

FINANCIAL REPORTS OF TELEGRAPH AND CABLE COMPANIES. 1916-33, 1945-49. 23 ft. 29

This series is similar to that described in entry 28. Arranged chronologically and thereunder alphabetically by name of company.

STATISTICAL CIRCULAR NO. 1. 1934-49. 2 ft. 30

Completed questionnaires submitted by holding companies. They include the names and addresses of directors and principal officers, lists of principal stockholders, and types and amounts of stocks held in wire or



radio communications companies. Arranged chronologically by year and thereunder alphabetically by name of company.

STATISTICAL CIRCULAR NO. 2. 1940-49. 2 ft. 31

Completed questionnaires submitted by miscellaneous classes of small communications carriers relating to company history and corporate relations, and financial and operating data. Arranged chronologically by year and thereunder alphabetically by name of company.

STATISTICAL CIRCULAR NO. 3. 1940-49. 2 ft. 32

Completed questionnaires submitted by Class C telephone carriers containing balance sheet and profit and loss statement information. Arranged chronologically by year and thereunder alphabetically by name of company.

FINANCIAL REPORTS OF BROADCASTING STATIONS. 1937-47. 76 ft. 33

Original copies of annual financial reports filed by licensees and permittees of standard, FM, television, and international broadcasting stations. The commission's form on which these reports are made (No. 324, "Annual Financial Report - Networks and Licensees of Broadcasting Stations") calls for detailed information under each of the following headings or "schedules": (1) "General Balance Sheet"; (2) "Analysis of Unappropriated Earned Surplus"; (3) "Analysis of Undistributed Profits or Proprietorship Account"; (4) "Tangible Property Owned and Devoted Exclusively to Broadcast Service . . . "; (5) "Intangible Property Owned and Devoted Exclusively to Broadcast Service . . . " (6) "Property Intended for Use in Broadcast Service and Leased to Others"; (7) "Income Statement"; (8) "Analysis of Station Broadcast Revenues"; (9) "Analysis of Time Devoted to Networks"; (10) "Program Log Analysis"; (11) "Analysis of Broadcast Expenses"; (12) "Total Compensation of the Proprietor, Partners, Stockholders, Officers, Broadcast Staff Employees, Musicians, and Other Talent." Arranged alphabetically by station call letters and thereunder chronologically.

#### RECORDS OF THE INTERDEPARTMENT RADIO ADVISORY COMMITTEE

This Committee was established in April 1922 as an independent agency for the purpose of assigning radio frequencies to Government radio stations on an interim basis, subject to the annual approval of the President. The Committee also has the special duty of implementing international telecommunications treaties. Its membership represents the Government agencies that maintain or use radio stations. The Executive Order of September 24, 1940, that created the Defense Communications Board attached the Committee to the Board. It became one of the planning committees of that Board and of the later Board of War Communications. When the Board was terminated in 1947, the Committee reverted to its former independent status. The position of Telecommunications Advisor to the President was set up in the Executive Office of the President by an Executive order of October 9, 1951, and his duties were transferred by an Executive order of June 16, 1953, to the Director of Defense Mobilization. These Executive orders provided further that the Interdepartment Radio Committee



should report to and assist the Telecommunications Advisor and the Director of Defense Mobilization, respectively, as each might request.

MINUTES OF COMMITTEES. 1922-49. 40 ft.

34

In five groups as follows: (1) minutes of the Interdepartment Radio Advisory Committee; (2) agendas for meetings of the IRAC; (3) minutes of meetings of the Technical Subcommittee; (4) minutes of meetings of subcommittees considering postwar planning and the use of the radio spectrum; and (5) minutes of meetings of a subcommittee considering frequency proposals for international conferences. Arranged by committee and thereunder chronologically.

EXECUTIVE ORDERS AND SUPPLEMENTS. 1928-49. 11 ft.

35

Drafts of executive orders and supplements assigning radio station frequencies, together with lists of radio station frequencies. Arranged chronologically.

HISTORY OF THE COMMITTEE. 1948. 10 in.

36

Materials collected for use in writing a history of the Committee, including its mode of operation, and relationship to other agencies. Unarranged.

CORRESPONDENCE AND REPORTS. 1922-49. 26 ft.

37

In four groups as follows: (1) correspondence with Government agencies that were represented on the Committee, containing statements of policy or relating to frequency assignments; (2) applications for frequency assignment; (3) reports containing final authorizations for Government radio station frequencies; and (4) reports of approval of Government radio station frequencies given by telephone prior to Committee meetings. Arranged by type of record and thereunder arranged chronologically.

REPORTS ON FREQUENCY ALLOCATIONS. 1923-49. 3 ft.

38

Unarranged.

REPORTS OF THE TECHNICAL SUBCOMMITTEE OF IRAC. 1945-52. 7 ft.

39

Part of the series is arranged by a decimal system and the rest is unarranged.





## APPENDIX

### SUBJECT CLASSIFICATION OF GENERAL CORRESPONDENCE FILE

The records described in entry 2 are filed alphabetically by subject symbol and the subject classification scheme listed below:

| <u>Symbol</u> | <u>Title</u>   |
|---------------|--|
| AIR           | AIRCRAFT AND AIRPORT STATIONS                                |
| AIR-1         | General  |
| AIR-2         | Applications and licenses                                    |
| AIR-3         | Licensed stations (filed alphabetically by name of licensee) |
| AIR-4         | Regulations  |
| ALS           | ALASKA   |
| ALS-1         | General  |
| ALS-2         | Applications   |
| ALS-3         | Licensed stations (filed by location)                        |
| ALS-4         | Regulations  |
| AMA           | AMATEUR STATIONS   |
| AMA-1         | General  |
| AMA-2         | Applications and licenses                                    |
| AMA-3         | Licensed stations  |
| APR           | APPARATUS  |
| APR-1         | Frequency standards  |
| APR-2         | Radio compass  |
| APR-3         | Test car   |
| APR-4         | Miscellaneous (filed alphabetically)                         |
| AUT           | AUTOMATIC ALARM SIGNAL                                       |
| AUT-1         | General  |
| AUT-2         | Great Britain  |
| AUT-3         | United States  |
| BC            | BROADCASTING   |
| BC-1          | General  |
| BC-2          | Applications and licenses                                    |
| BC-3          | Licensed stations (filed by call letters)                    |
| BC-4          | Regulations  |
| BC-5          | Channel reports  |
| BC-6          | History  |
| BC-7          | Phonograph pick-ups  |
| BC-8          | Frequencies  |
| BC-9          | Broadcasting pick-up stations                                |
| BC-15         | Deleted stations (filed by name of licensee)                 |
| BEA           | BEACONS  |

| <u>Symbol</u> | <u>Title</u>   |
|---------------|--|
| CALL          | CALL LETTERS   |
| CALL-1        | General  |
| CALL-2        | Weekly report  |
| CD            | COURT DECISIONS  |
| CLP           | CLIPPINGS  |
| COM           | COMMERCIAL STATIONS  |
| COM-1         | General  |
| COM-2         | Applications and licenses                                    |
| COM-3         | Licensed stations (filed by name of licensee)                |
| COM-4         | Regulations  |
| COM-5         | Frequencies  |
| COM-6         | Frequency measurements                                       |
| COMP          | COMPLAINTS   |
| COMP-1        | Routine correspondence                                       |
| COMP-2        | Follow-up  |
| DEP           | DEPARTMENTS  |
| DEP-1         | Agriculture Department                                       |
| DEP-2         | Commerce Department  |
| DEP-3         | Bureau of Efficiency   |
| DEP-4         | Federal Radio Commission                                     |
| DEP-5         | Navy   |
| DEP-6         | State Department   |
| DEP-7         | Treasury Department  |
| DEP-8         | War Department   |
| DEP-9         | Shipping Board   |
| DEP-10        | Department of Justice  |
| DEP-11        | Department of Labor  |
| DEP-12        | Civil Service Commission                                     |
| DEP-13        | Interior Department  |
| DEP-14        | Federal Coordinating Service                                 |
| DEP-15        | Comptroller General  |
| EXP           | EXPERIMENTAL STATIONS  |
| EXP-1         | General  |
| EXP-2         | Applications and licenses                                    |
| EXP-3         | Licensed stations (filed alphabetically by name of licensee) |
| EXP-4         | Regulations  |
| GEN           | GENERAL FILE (Filed alphabetically by name)                  |
| GEO           | GEOPHYSICAL STATIONS   |
| GEO-1         | General  |
| GEO-2         | Applications and licenses                                    |



| <u>Symbol</u> | <u>Title</u>  |
|---------------|---|
| GEO-3         | Licensed stations (Filed by name of licensee)       |
| GEO-4         | Regulations   |
| GOV           | GOVERNMENT RADIO STATIONS                           |
| GOV-1         | Army  |
| GOV-2         | Navy  |
| GOV-3         | Coast Guard   |
| GOV-4         | Other   |
| INF           | INTERFERENCE  |
| INF-1         | General   |
| INF-2         | Amateur   |
| INF-3         | Electrical  |
| INF-4         | Canadian  |
| INF-5         | Ships   |
| INT           | INTERNATIONAL                                       |
| INT-1         | General   |
| INT-2         | Beam transmission                                   |
| INT-3         | Berne Bureau  |
| INT-4         | Conferences   |
| INT-5         | Communication                                       |
| INT-6         | Foreign countries (Filed alphabetically<br>by name) |
| INT-7         | Radiotelephone service                              |
| LEG           | LEGISLATION   |
| LEG-1         | General   |
| LEG-2         | Acts and bills                                      |
| LEG-3         | Radio Act   |
| MAP           | MAPS AND GUIDES                                     |
| MED           | MEDICAL SERVICE, RADIO                              |
| OPR           | OPERATORS' LICENSES                                 |
| OPR-1         | General   |
| OPR-2         | Amateur   |
| OPR-3         | Broadcasting  |
| OPR-4         | Commercial  |
| OPR-5         | Experimental  |
| OPR-6         | Radiotelephone                                      |
| OPR-7         | Permits, temporary                                  |
| OPR-8         | Regulations   |
| ORD           | ORDINANCES  |
| ORD-1         | City  |
| ORD-2         | State   |

| <u>Symbol</u> | <u>Title</u>   |
|---------------|--|
| PAT           | PATENTS AND INVENTIONS                                   |
| P&F           | POLICE AND FIRE STATIONS                                 |
| P&F-3         | Licensed stations (filed alphabetically by city)         |
| PUB           | PUBLICATIONS   |
| PUB-1         | General  |
| PUB-2         | Periodical, magazines, etc.                              |
| PUB-3         | Radio Division   |
| PUB-4         | Requests   |
| RD            | RADIO DIVISION   |
| RD-1          | General  |
| RD-2          | Appropriations   |
| RD-3          | Contracts, leases, office space                          |
| RD-4          | Forms  |
| RD-5          | Instructions and regulations                             |
| RD-6          | Personnel  |
| RD-7          | Property returns   |
| RD-8          | Reports  |
| RD-9          | Annual reports   |
| RD-10         | Supplies and equipment                                   |
| RD-11         | Travel   |
| RD-12         | Vouchers and bills of lading                             |
| RD-13         | All supervisors  |
| RD-14         | Apparatus  |
| RD-15         | Field intensity measurement                              |
| RD-16         | Frequency measurements                                   |
| RD-17         | History  |
| RD-18         | Function and organization                                |
| RD-19         | Monitoring sections                                      |
| RD-22         | Test cars  |
| SCH           | SCHOOLS  |
| SCH-1         | General  |
| SCH-2         | Individual schools (filed alphabetically by name)        |
| SCH-3         | Miscellaneous  |
| SHP           | SHIPS  |
| SHP-1         | General  |
| SHP-2         | Applications and licenses                                |
| SHP-3         | Licensed stations (Filed alphabetically by name of ship) |
| SHP-4         | Regulations  |
| SHP-5         | Apparatus  |
| SHP-6         | Disasters and casualties                                 |



| <u>Symbol</u> | <u>Title</u>  |
|---------------|---|
| SHP-7         | Distress signals  |
| SHP-8         | Emergency signals   |
| SHP-9         | Frequency measurements  |
| SHP-10        | Great Lakes vessels   |
| SHP-11        | Marine telephone  |
| SHP-12        | Yachts and small vessels  |
| SHP-13        | Wavelengths   |
| SHP-14        | Lifeboats   |
| TR            | TRAINS  |
| TR-1          | General   |
| TR-2          | Applications and licenses   |
| TR-3          | Licensed stations   |
| TR-4          | Regulations   |
| TR-5          | Frequencies   |
| VIO           | VIOLATIONS  |
| VIO-1         | General   |
| VIO-2         | Amateur   |
| VIO-3         | Commercial operators  |
| VIO-4         | Canadian stations   |
| VIO-5         | Ship stations   |
| VIO-6         | Unlicensed stations (Filed alphabetically<br>by name of violator) |
| X             | GRAND ISLAND MONITORING STATION                                   |
| X-1           | General   |
| X-2           | Appropriations and allotments                                     |
| X-3           | Contracts, leases, and office space                               |
| X-4           | Forms   |
| X-5           | Instructions  |
| X-7           | Property returns  |
| X-8           | Reports   |
| X-10          | Supplies and equipment  |
| X-11          | Travel  |
| X-12          | Vouchers  |
| X-13          | Communications facilities   |
| X-14          | Apparatus   |
| X-15          | Field intensity measurements                                      |
| X-16          | Frequency measurements  |
| X-17          | Inspection reports  |
| X-20          | Regulations   |
| X-21          | Station wagon   |
| X-23          | Weather observing and time signals                                |
| X-24          | Legislation   |
| X-25          | Photographs   |
| X-26          | News articles   |
| X-27          | Land site   |
| X-28          | Construction  |





For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Section, National Archives, General Services Administration, Washington 25, D.C.





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ILLINOIS HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 92

RECORDS OF THE OFFICE FOR EMERGENCY MANAGEMENT

Compiled by Henry T. Ulasek

THE LIBRARY OF THE  
SEP 15 1967  
UNIVERSITY OF ILLINOIS

The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956





PRELIMINARY INVENTORY OF THE RECORDS OF THE  
OFFICE FOR EMERGENCY MANAGEMENT

(Record Group 214)

Compiled by Henry T. Ulasek



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956

National Archives Publication No. 56-11



## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 270-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 4,700 rolls of this microfilm, described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

Authority for the creation of an office for emergency management was set forth in Executive Order 8248 of September 8, 1939, which established the divisions of the Executive Office of the President and defined their functions and duties. Section I of the order listed 5 divisions of the Executive Office of the President by name. It provided that the sixth division should be, "in the event of a national emergency, or threat of a national emergency, such office for emergency management as the President shall determine." Although section II of the order outlined the functions and duties of 5 divisions of the Executive Office, no reference was made to the functions and duties of any office for emergency management, thereby leaving the President free to determine the character of such an office as conditions might warrant.

On May 25, 1940, declaring that "there is a threatened national emergency," the President by administrative order formally established in the Executive Office of the President an agency known as the Office for Emergency Management (5 F.R. 2109). Its duties and activities, as described by the establishing order, related solely to liaison, advisory, and assisting functions which were geared to the defense emergency that had arisen. The Office, also called OEM, was to assist the President in the clearance of information with respect to measures necessitated by the threatened emergency; to maintain liaison between the President and the Council of National Defense and its Advisory Commission, and with such other agencies, public or private, as the President might direct, for the purpose of securing maximum utilization and coordination of agencies and facilities in meeting the threatened emergency; and to perform such additional duties as the President might direct. It was to be under the direction of one of the Administrative Assistants to the President, who later became known as the Liaison Officer for Emergency Management.

The status and functions of the Office for Emergency Management were broadened and more specifically defined in an administrative order issued by the President on January 7, 1941 (6 F.R. 192). It was to advise and assist the President in the discharge of responsibilities imposed upon him by any emergency arising out of war, the threat of war, flood, drought, or other condition threatening the public peace or safety. Through the Office the President, during any emergency, might coordinate and supervise and, where appropriate, direct the activities of the public and private agencies concerned. The scope of OEM's duties was broadened to make the Office responsible for keeping the President currently advised of progress in emergency activities, assembling and analyzing information concerning additional measures that needed to be taken, assisting in the preparation of recommendations for any necessary legislation, and advising and assisting the President upon or before the termination of any emergency with respect to measures that might be necessary to facilitate restoration of normal administrative relations and to ameliorate the consequences of the emergency. The order further provided that the Council of National Defense, the Advisory Commission to the Council of National Defense, the subordinate



bodies and agencies of the Council and the Commission, and such other agencies as the President might from time to time designate "shall be coordinated in and through the Office for Emergency Management under the direction and supervision of the President." This in effect transferred the responsibility for coordinating the national defense program from the National Defense Advisory Commission to the Office for Emergency Management.

On February 28, 1941, the President reallocated \$2,650,000 from his Emergency Fund to OEM for administrative and operating expenses of that Office and its constituent agencies. This allocation represented a transfer from the funds previously made available to the Advisory Commission to the Council of National Defense. On the same day the President authorized the creation of two divisions in the Office for Emergency Management that were to provide centralized services to the agencies established in or coordinated through it. The Division of Central Administrative Services was to maintain a central budgeting, accounting, and fiscal control system for the Office for Emergency Management and its constituent agencies and to perform for them general office and other facilitating services. The Division of Information was to provide a central information service for the several agencies of OEM, keeping the public informed of their policies, actions, and aims. Before this time, administrative services had been performed for the defense agencies through the office of the Secretary of the Advisory Commission to the Council of National Defense. The Information Division was in effect a continuation of the Office of Information that had been developed in 1940 as a service unit of the Advisory Commission.

OEM's Division of Information was abolished by Executive Order 9182 of June 13, 1942. Its functions relating to specific activities of the constituent agencies of the Office for Emergency Management were transferred to those agencies, and its other functions were transferred to the Office of War Information, which was established by the same order. As the defense program developed in magnitude, the Division of Central Administrative Services began to lose functions to the constituent agencies of OEM and to older service agencies such as the Civil Service Commission, the Procurement Division of the Treasury Department, and the Public Buildings Administration. Finally, on November 30, 1944, it too was abolished, and the liquidation of its affairs was made the responsibility of the Treasury Department.

The Office for Emergency Management existed primarily as a framework within which most of the civilian war agencies were set up. It served as a device whereby the President could coordinate and supervise and, when he wished, personally direct the work of agencies engaged in defense activities. Among the more important of the agencies established in or coordinated through the Office for Emergency Management were the Committee on Fair Employment Practice, the Foreign Economic Administration, the National War Labor Board, the Office of Alien Property Custodian, the Office of Civilian Defense, the Office of the Coordinator of Inter-American



Affairs, the Office of Defense Transportation, the Office of Economic Stabilization, the Office of Scientific Research and Development, the Office of War Information, the War Manpower Commission, the War Production Board, and the War Shipping Administration. The Office for Emergency Management remains a division in the Executive Office of the President, but at present no agencies operate within its framework.

The records described in this inventory are in Record Group 214, Records of the Office for Emergency Management, and consist of records of the Liaison Officer for Emergency Management and of the Division of Central Administrative Services. They amount to about 185 cubic feet. Some of the records of the Division of Central Administrative Services were transferred to constituent agencies of OEM as various of its functions were decentralized, and these records became parts of the agencies' records. In the Federal Records Center at St. Louis, Mo., are individual personnel folders for employees of the Division of Central Administrative Services and the Advisory Commission to the Council of National Defense, 1940-44; personnel-payroll folders, earnings records cards, photostats of retirement record cards, and leave record cards for employees of the Division and of constituent agencies of OEM, 1940-44; card indexes showing the disposition of retirement record cards, 1941-45, and transfers of personnel, 1944; and other personnel records for employees of constituent agencies of OEM. Bond-audit materials, public vouchers, and other records, 1941-49, used by the Treasury Department in the liquidation of the affairs of the Central Administrative Services Division are in the Federal Records Center at Washington, D. C.

Headquarters records of OEM's Division of Information that related to particular agencies were transferred to those agencies when the Division was abolished. The remaining records were transferred to the Office of War Information and most of them are in the National Archives. They consist of reports, memoranda, press releases, and some field office files, 1941-42, and are in Record Group 208, Records of the Office of War Information.

Records of some of the constituent agencies of the Office for Emergency Management in the National Archives are in Record Group 169, Records of the Foreign Economic Administration; Record Group 171, Records of the Office of Civilian Defense; Record Group 179, Records of the War Production Board; Record Group 202, Records of the National War Labor Board (World War II); Record Group 211, Records of the War Manpower Commission; Record Group 219, Records of the Office of Defense Transportation; Record Group 227, Records of the Office of Scientific Research and Development; Record Group 229, Records of the Office of Inter-American Affairs; and Record Group 248, Records of the War Shipping Administration.





## RECORDS OF THE OFFICE FOR EMERGENCY MANAGEMENT

### RECORDS OF THE LIAISON OFFICER FOR EMERGENCY MANAGEMENT

On the day that he established the Office for Emergency Management, the President designated William H. McReynolds as his Administrative Assistant "to have charge and direction of the Office for Emergency Management in the Executive Office of the President." Under the terms of the administrative order of January 7, 1941, that "provision may be made in the Office for Emergency Management for liaison facilities," the President changed McReynolds' title from Administrative Assistant insofar as his work with OEM was concerned to "Liaison Officer for Emergency Management." This official carried on functions of liaison with and coordination of all defense agencies in the Office for Emergency Management and reported directly to the President. The functions of the Liaison Officer were performed successively by McReynolds, Wayne Coy, and James F. Byrnes. When the President, on November 3, 1943, accepted the resignation of this officer, he appointed no successor, thereby in effect terminating the liaison facilities of the Office for Emergency Management.

GENERAL RECORDS. 1941-43. 9 ft.

Correspondence and memoranda exchanged with officials of divisions and constituent agencies of the Office for Emergency Management, other Government agencies, Congress, and private individuals and organizations, relating to requests for funds for defense activities, the merit of various agency proposals for special defense projects and of proposed legislation concerned with national defense, coordination of Federal relations with State and local governments engaged in civil defense activities, planning the most effective use and control of communications facilities, coordination of the compiling of facts and figures about national defense, price legislation, defense housing, Negroes and the defense program, tax amortization, and other national defense activities and problems; reports prepared by various Government agencies pertaining to defense matters, such as the production of aluminum for defense purposes, defense shipping and transportation, the status of defense legislation, and the administration of Federal health and welfare services as related to national defense; memoranda, charts, and other papers relating to the creation, organization, and functions of the Office for Emergency Management; copies of minutes of meetings of the Board of Economic Warfare and of the Committee on War Information; and related materials. A check-list of the records, prepared by the Bureau of the Budget, is available. The records are arranged in 2 parts: (a) alphabetically by subject; and (b) alphabetically by initial of name of correspondent.

### RECORDS OF THE DIVISION OF CENTRAL ADMINISTRATIVE SERVICES

The authority and means for a centralized services organization was established in a letter from President Roosevelt to the Liaison Officer for Emergency Management, dated February 28, 1941. The letter stated, "You are authorized to establish a Division of Central Administrative



Services in the Office for Emergency Management, and, within budgetary limitations, to appoint such personnel as is necessary for its effective operation. This Division, under your direction and supervision, shall maintain a central budgeting, accounting, and fiscal control system for the Office for Emergency Management and its constituent agencies; and shall make provision for such personnel and general office services as you may find necessary or desirable to facilitate the effective operation of the several agencies of the Office for Emergency Management." On the next day, March 1, 1941, the Liaison Officer formally created the Division of Central Administrative Services, known also as CAS, and reiterated the Division's responsibilities in the same terms used by the President.

The Division of Central Administrative Services carried on its functions under these responsibilities for barely a year. Experience with the constituent agencies of OEM had shown the need for relinquishing certain functions to them and redefining the responsibilities of CAS in general.

On April 2, 1942, the Liaison Officer for Emergency Management ordered that CAS (1) maintain and operate a central system of allotment accounts and audit accounting documents, (2) operate necessary personnel facilities only for those agencies which he determined were not of sufficient size to warrant separate staffs for the performance of these functions, and (3) render assistance in preparing budget estimates for the agencies only upon their request. Late in 1942 the Bureau of the Budget, under a directive from Congress that placed in it the responsibility for determining which functions were to be performed by the Division of Central Administrative Services and which by the agencies of the Bureau, conducted an extensive survey of centralized service functions that culminated in the issuance of Executive Order 9330 on April 16, 1943. This order provided that the fiscal functions performed by CAS for the Office of Price Administration and the War Production Board were to be transferred to those agencies, respectively, and that the functions of recruitment of personnel in the field and the classification of field positions were to be transferred to the Civil Service Commission. Except for the loss of the personnel investigations function, no fundamental change in the duties of CAS occurred for several months subsequent to the issuance of Executive Order 9330, although the responsibilities of the Division were increased through the extension of its facilities and services to several newly created emergency agencies and the addition of a new activity, the redistribution of surplus property among war agencies. Then, suddenly and unexpectedly, steps were taken toward the complete liquidation of the Division of Central Administrative Services.

In the spring of 1944 the House Appropriations Committee asked the agencies serviced by CAS for estimates of the amounts it would cost them to perform certain functions for themselves. The estimates submitted were compared with related costs that CAS determined it would require to do the job. The aggregate of the agencies' figures was approximately half the amount of CAS's estimates. In the appropriations act for the Division of Central Administrative Services for the fiscal year 1945 Congress inserted



a provision for the eventual decentralization of the functions of the central services organization. The device used was a curtailment of funds by reversing the flow of authorized monies for centralized services. Heretofore the appropriations language permitted transfer of funds from the agencies to CAS; now it allowed transfer of funds only from CAS to the agencies. Upon passage of this legislation the Director of the Division of Central Administrative Services, recognizing the intent of Congress, recommended to the Bureau of the Budget that immediate steps be taken by the Bureau to accomplish an orderly liquidation of CAS. Executive Order 9471, dated August 25, 1944, called for the termination of the Division of Central Administrative Services, which took effect November 30, 1944.

The organizational pattern of the Division of Central Administrative Division followed functional lines. It underwent only one major reorganization, which was designed to eliminate certain overlapping functions and to integrate headquarters and field operations. The following shows the organizational structure of CAS: (a) As it existed throughout most of its career, and (b) as reorganized late in 1943.

(a)

Office of the Director  
Budget Office  
Personnel Office  
Fiscal Office  
Investigations Office  
Service Operations Office  
Printing, Duplicating, and  
Distribution Office

(b)

Office of the Director  
Office of the Executive Assistant  
to the Director  
Personnel Office  
Fiscal Division  
General Services Division  
General Supply Division  
Duplicating and Distribution  
Division

In this reorganization the heads of the operating divisions became "Assistant Directors," and the regional managers became "Regional Directors."

The Division of Central Administrative Services established a field organization in October 1941 to provide the necessary services to field offices of the constituent agencies of the Office for Emergency Management. Prior to this time these services were handled directly from Washington. The continental United States was divided into ten regions, and a regional office for CAS was established to serve each region. The field operations were further implemented by about 46 district offices, ranging from 3 to 8 per region, and varying in size and function according to the number of agencies and persons to be served. One Territorial office, supervised directly from Washington, was maintained in Puerto Rico. Services in Hawaii were provided through a district office located in Honolulu, which reported to the San Francisco regional office. In Alaska, services were provided through a working fund established with the United States Forest Service. The organizational pattern of the regional offices was similar to that of the headquarters organization.



The records of the Division described below include many fragmentary series that at one time were apparently parts of more extensive files. This condition may be due, at least in part, to the fact that as various functions of CAS were decentralized the related records were transferred to the agencies. When CAS was terminated its records were turned over to the Treasury Department for proper disposition. While in the Department's custody, they were used to prepare a history of CAS, The Story of the Division of Central Administrative Services, Office for Emergency Management. Typescript copies of the history, which consists of one volume of narrative and six volumes of exhibits, have been deposited in the libraries of the National Archives and the Bureau of the Budget and in the Library of Congress. At the time of their transfer to the National Archives the records appeared to reflect an arrangement for facilitating reference with little regard for provenance. In connection with the preparation of this inventory, an effort has been made to realign the records in relation to the organizational units in which they were created or used.

#### Records of the Office of the Director

The Director administered all functions of the Division of Central Administrative Services, both in Washington and in the field. The functions and duties of the Liaison Officer for Emergency Management that related to the supervision and direction of the Division of Central Administrative Services and the maintenance of liaison with the constituent agencies of the Office for Emergency Management regarding the various services rendered were transferred to the Director on July 29, 1943. Sidney Sherwood was appointed the first Director of CAS on March 1, 1941. When he became Assistant Liaison Officer for Emergency Management on September 15, 1941, Dallas Dort succeeded him as Director. The sudden shift from a defense to a war program resulted in an enormous expansion in the operations of CAS during Mr. Dort's tenure of office. On August 17, 1943, the third Director of CAS, Richard R. Brown, assumed his responsibilities. During Mr. Brown's administration the events took place that led to the Division's ultimate liquidation, which was carried out between September 17 and November 30, 1944, by the last Director of CAS, William D. Wright.

To secure proper coordination and closer supervision of field activities, a small Field Operations Office was established in the immediate Office of the Director. It functioned purely in an administrative capacity, advising and assisting the Director and the operating unit heads in the administration of field offices. It was dissolved in June 1943.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1941-44. 1 ft.

2

Mainly copies of letters sent, with some letters received, relating primarily to the provision of fiscal, personnel, procurement, and general office services by CAS to defense agencies and to other Government agencies engaged in defense activities; the transfer of money from funds available to the Office for Emergency Management for defense projects; and the allocation of funds to meet changing responsibilities and workload of CAS. Arranged alphabetically by name of agency.



REGIONAL CORRESPONDENCE. 1941-44. 1 ft.

3

Correspondence, memoranda, and teletype messages received from and sent to regional directors of CAS relating to the establishment of regional boundaries, the organization and staffing of field offices, the development of relationships with constituent agencies of OEM in the field, procedures for furnishing various administrative services to constituent agency field offices, systems of field reporting, and related matters. Arranged numerically by region.

FORM LETTERS, MEMORANDA, AND WIRES. 1942-44. 3 in.

4

Copies of form letters, memoranda, and teletype messages sent to all unit heads or regional directors of CAS, containing policy statements, administrative decisions, and operational or procedural information. Arranged by type of communication and thereunder chronologically.

ADMINISTRATIVE MEMORANDA. Mar.-Oct. 1941. 1 in.

5

Original signed memoranda addressed to supervisory officials and employees of CAS, setting forth basic elements of policy to be followed in matters of personnel administration, budgeting, and fiscal operations. Arranged chronologically.

REGIONAL REPORTS. July 1943-July 1944. 1 ft.

6

Periodic narrative reports received from regional directors, with some related correspondence and memoranda, describing the administration of the regional offices of CAS. These reports are usually accompanied by copies of narrative reports submitted to the regional directors by regional unit heads and district managers of CAS, indicating activities, achievements, and operating problems of their offices. Arranged numerically by region, thereunder chronologically by date of report.

CORRESPONDENCE OF SIDNEY SHERWOOD. 1940-41. 1 ft.

7

Letters received and copies of letters sent, with related memoranda and reports, by Mr. Sherwood as Assistant Secretary to the Advisory Commission to the Council of National Defense, ca. June 1940-Mar. 1941, dealing with such topics as State and local cooperation in matters of national defense, location of new defense facilities, granting of certificates of necessity, and the installation of specific administrative procedures for the interchange of information within the Commission; and as Director of the Central Administrative Services Division, Mar.-Sept. 1941, relating mainly to the allotment of funds to Government agencies for defense purposes and to progress reporting procedures in the constituent agencies of OEM. Arranged alphabetically by name of correspondent and subject.

REFERENCE FILE OF SIDNEY SHERWOOD. 1941-42. 2 ft.

8

Correspondence, memoranda, press releases, and publications relating to defense migration, reclamation of abandoned steel rails in city streets, and other subjects; copies of weekly progress reports and administrative memoranda of the National Defense Advisory Commission; and summaries of meetings of the Liaison Committee of the Advisory Commission. Arranged mainly in part alphabetically by subject.



RECORDS OF THE FIELD OPERATIONS OFFICE. 1942-43. 3 ft.

9

Correspondence, memoranda, reports, releases, and other materials relating to the supervision of field activities and the coordination of regional and district office policies, procedures, and relationships in rendering administrative services to the field offices of constituent agencies of OEM, including the recruitment and classification of personnel, the maintenance of fiscal records and controls, the acquisition and allocation of office space, and the procurement of supplies and equipment. The file does not appear to be complete. Arranged alphabetically by subject.

Records of the Office of the Executive Assistant to the Director  
and Its Predecessor, the Budget Office

When the Division of Central Administrative Services was first organized, the budget and fiscal functions were combined under a Budget and Finance Office. These were separated into a Budget Office and a Fiscal Office near the end of 1941. The Budget Office of CAS and its predecessor gave direct assistance to the constituent agencies of OEM in their preparation of budget estimates for the fiscal years 1941 and 1942, but the agencies' budget offices undertook the principal responsibility for the formulation of the 1943 fiscal year estimate. Thereafter CAS's budget activities were largely confined to its own organization. On September 2, 1943, the functions and personnel of the Budget Office were transferred to the newly created Office of the Executive Assistant to the Director, which was assigned considerable managerial responsibility in the functions of budgeting, managerial analysis, procedures control, statistical reporting, forms design and control, and office management.

GENERAL RECORDS. 1941-44. 7 ft.

10

Correspondence, memoranda, teletype messages, reports, and related materials reflecting various activities of the Office of the Executive Assistant to the Director and its predecessor, the Budget Office. The records relate to the review of individual budget estimates and the preparation of detailed budget estimates for CAS and various agencies of OEM for submission to the Bureau of the Budget and congressional committees; the planning and maintenance of budgetary controls; the development of management policies, operating procedures, organizational structures, and administrative practices within the Division; the coordination, control, and clearance of procedural releases; the design and control of forms; and the analysis of work loads, operating efficiency, and personnel requirements of CAS. Included are narrative progress reports of the Executive Assistant and of the Budget Office; progress and production reports submitted by various CAS offices for review; analyses of reports prepared by regional directors; transcripts of meetings of procedural representatives of CAS; job-cost tables; and field and orientation manuals. Arranged alphabetically by name of agency.

CORRESPONDENCE WITH CONSTITUENT AGENCIES. 1942-44. 8 in.

11

Copies of letters sent to agencies of the Office for Emergency Management, with some letters received and related memoranda and reports,



relating to the transfer of funds from the constituent agencies to CAS to pay for administrative services rendered to the agencies, allocation of funds to the constituent agencies for special defense projects, clearance of proposed procedures originating in constituent agencies, overtime costs, and related matters. Arranged alphabetically by name of agency.

REGIONAL CORRESPONDENCE. 1941-44. 2 ft. 12

Letters received from and copies of letters sent to regional offices of CAS, with related memoranda and teletype messages, pertaining to the preparation of budget estimates and supporting justifications, the allotment of funds for various objects of expenditure, reconciliation of discrepancies in budget estimates, personnel ceilings, and related matters. Arranged numerically by region.

BUDGETARY AND ALLOTMENT CORRESPONDENCE. 1942-44. 1 ft. 13

Copies of letters sent to constituent agencies of OEM, headquarters and field offices of CAS, and the Bureau of the Budget, with some letters received and related memoranda and reports. The records relate to the preparation and submission of budget estimates, the allotment of funds and allotment limitations, the condition of appropriations, deficiencies in allotments, the transfer of funds from one appropriation to another, and related matters. Arranged alphabetically by name of agency and subject.

"PROJECT CORRESPONDENCE." 1941-43. 8 in. 14

Mainly copies of letters sent to the Bureau of the Budget and divisions and constituent agencies of OEM relating to the allotment of funds set apart in appropriations to OEM for special defense projects. Arranged alphabetically by agency allotment symbol, A-W.

CORRESPONDENCE OF J. CARNEY HOWELL. July 1-Dec. 31, 1943. 4 in. 15

Copies of letters and memoranda written by Mr. Howell, Executive Assistant to the Director, relating to the internal administration of his office, review of budget estimates, development of procedural releases, and similar matters. Arranged chronologically.

BUDGET ESTIMATES AND RELATED RECORDS. 1941-44. 12 ft. 16

Annual, quarterly, and deficiency budget proposals, with narrative justifications and other supporting documents, such as estimates of personnel requirements, analyses of operations and workloads, and statements of obligations incurred; and some related correspondence and work sheets. Included are estimates for the Advisory Commission to the Council of National Defense for the fiscal year 1941, the Office for Emergency Management for the fiscal years 1941 and 1942, and the Division of Central Administrative Services for the fiscal years 1941-45. Arranged chronologically by fiscal year.

TRANSCRIPTS OF BUDGET HEARINGS. Feb. 4-13, 1944. 6 in. 17

Transcripts of proceedings of a series of meetings held between the Executive Assistant to the Director and officials of operating units of CAS in order to discuss and arrive at satisfactory budget estimates. Arranged chronologically.



SURVEY REPORTS. 1941-42. 1 ft.

18

Reports, prepared by CAS administrative analysts, of surveys initiated directly by CAS or upon the request of constituent agencies of OEM, with some related correspondence, memoranda, and work sheets. The reports are concerned with the analysis of organizational structures and administrative procedures from a management standpoint and contain recommendations for improvement. Included are reports on the organization and functions of the Budget and Finance Office of CAS, the Welfare and Training Unit of the Personnel Office of CAS, the Printing and Duplicating Section of the Service Operations Office of CAS, and the Division of Defense Aid Reports of OEM; and reports on the procedures followed in the preparation and audit of payrolls and retirement records, in authorizing air travel, in auditing and filing vouchers, in financial reporting, and in the control and accounting of funds. Arranged mainly chronologically by date of report.

RELEASES. 1941-44. 12 ft.

19

Procedural and informational issuances of the Division of Central Administrative Services designed to amend and expand the CAS Manual (see entry 22), to disseminate information not involving procedural matters contained in the Manual, to furnish instructions and information to CAS office heads and employees in Washington, and to supply information to the constituent agencies of OEM. From October 1941 through September 1943, the releases took the form of (1) "Manual Amendments," used to issue revisions and additions to the Manual; (2) "General Wires," used to issue instructions to CAS regional managers by teletype; (3) "General Memoranda," containing procedures and instructions not involving amendment of the Manual; (4) "Administrative Memoranda," used to disseminate procedural information of a continuing nature to CAS office heads and employees in Washington; (5) "Administrative Service Circulars," used to furnish information to constituent agencies of OEM; and (6) "Unclassified Memoranda," embodying information of a miscellaneous nature. Effective October 1, 1943, the "General Memoranda" were replaced by the "Manual Amendments" and the "General Wires" were replaced by "Manual Wires," used to transmit to the field urgent procedures of a continuing nature. Added to the types of releases were "Administrative Notices," used to transmit temporary or one-time information, and "Broadcasts," communications to two or more regional directors transmitting one-time information having no procedural implications. Each release is usually accompanied by copies of any subsequent amendments, supplements, or cancellations; drafts of the release and of any subsequent amendments, supplements, or cancellations; docket clearance sheets containing approvals by affected CAS offices; and a docket control card. Arranged by type of release, thereunder numerically by release number, except the "Broadcasts," which are arranged chronologically.

"DOCKET FILE." 1942-44. 1 ft.

20

Copies of proposed procedural and informational releases originating in various offices of CAS and transmitted to the Office of the Executive Assistant to the Director or to its predecessor, the Budget Office, for



review and clearance. Each proposal is accompanied by a covering docket transmittal sheet, which indicates the type of release, the reasons for its proposal, and the clearances obtained from affected offices of CAS or constituent agencies of OEM. Arranged numerically by docket number.

DOCKET STATUS REPORTS. May 30, 1942-Jan. 8, 1944. 3 in. 21

Weekly reports of the progress made on proposals for procedural and informational releases. The reports show the docket number assigned the proposal, the subject matter of the proposal, the initiating office and the date initiated, the date received by the reviewing office, and the scheduled date for issuance. Arranged chronologically.

CAS MANUAL. Oct. 1, 1943. 4 in. 22

Mimeographed copy of the Central Administrative Services Division's operating handbook of procedures, regulations, and policies to be followed by the Division's employees in the conduct of all functions of CAS. To permit ready reference and to provide a simple method of numbering which would allow expansion and contraction when needed, a sectional numbering system was provided. This copy is unbound, and each section is placed in an individual folder. Arranged numerically by section.

REGISTER OF PROJECTS. 1940-42. 1 in. 23

A list of special defense projects undertaken by constituent agencies of OEM, giving the number and description of the project, the name of the responsible agency, the amount of funds allocated, and the date of approval. Entries are arranged numerically by project number.

OVERSIZE STATISTICAL REPORTS. 1942-44. 6 in. 24

Progress and production report summaries of CAS headquarters and field operations, showing number of employees, payroll costs, and units of production in various functions. Included are certain supplemental statistical reports disclosing such data as average annual salaries and comparisons of personnel and workload percentages. Arranged by type of report.

CHARTS AND DIRECTORIES. 1942-44. 2 in. 25

Various oversize organizational and functional charts of CAS offices in Washington and in the field, and directories of administrative personnel in CAS regional and district offices. Unarranged.

RECORDS RELATING TO PAPER CONSERVATION. Mar.-Oct. 1942. 4 in. 26

Correspondence, memoranda, and informational releases relating to the establishment, operation, and termination of the Office for Emergency Management's Conservation Committee. This Committee, composed of representatives of the agencies of OEM and headed by the Budget Officer of CAS, was established to formulate practices and procedures for the conservation of paper and other supplies. The records include transcripts and minutes of meetings of the Committee and a copy of the Committee's official issuance "Recommended Practices for Conserving Paper and Supplies." Unarranged.



RECORDS OF THE MANAGEMENT ANALYSIS AND PLANNING SECTION. 1942-44. 1 ft.

27

Mainly copies of letters and teletype messages sent to CAS office heads and regional directors, and of interoffice memoranda, relating to the survey and analysis of the organization, functions, workload, routine, and performance of CAS departmental and field offices; the review, revision, rejection or approval, control, clearance, and distribution of procedural releases; and the standardization of forms, the approval of proposed forms, and the review of current forms for duplication, simplification, and obsolescence. Included are activity reports by the Section's administrative analysts and appraisals made of progress reports from CAS regional directors. Arranged alphabetically by subject.

RECORDS OF THE REPORTS AND STATISTICS SECTION. 1942-43. 1 ft. 28

Correspondence, memoranda, reports, and charts maintained by the Reports and Statistics Section and its predecessors. The files are in 5 parts, as follows: (1) "General," consisting of various workload and statistical reports reflecting the operations of the Division of Central Administrative Services and correspondence relating to their compilation and analysis; (2) "Incoming and Outgoing," consisting of correspondence with regional offices of CAS relating to the preparation of periodic reports of progress and production and of other statistical reports, reconciliations of discrepancies appearing in field reports, and revisions in reporting methods; (3) "Budget and Payroll Analysis," consisting of semi-monthly reports prepared by CAS offices showing the number of positions authorized and the number filled, amounts of salaries authorized and the amounts paid, amounts of allotments authorized and the unobligated balance, the number of employees paid, the annual salary rate, and the payroll cost for the period reported; (4) "Information Requested," consisting of copies of progress and production reports of some CAS offices; and (5) "Charts," showing graphically the average number of actions per employee, comparisons between production and personnel, workload quotients, and other workload data. Arranged by part, in the order described above.

#### Records of the Personnel Office

The Personnel Office of the Division of Central Administrative Services was originally established to serve as the central personnel office for the constituent agencies of OEM, rendering to them a comprehensive personnel service, including recruitment, placement, training, and classification. In April 1942 the War Production Board and the Office of Price Administration organized their own staffs for the performance of personnel services, and one year later an Executive order stripped the CAS of its recruitment and classification responsibilities. On December 6, 1943, the Personnel Office was reconstituted as a staff office of the Director of the Central Administrative Services Division. As a staff office, the Personnel Office was responsible for planning and directing a personnel program designed to obtain complete utilization of all employees of CAS through proper position classification, placement, and training.



PERSONNEL REPORTS AND RELATED RECORDS. 1942-44. 5 in.

29

Copies of statistical reports prepared primarily for congressional committees and the Civil Service Commission, with related correspondence, instructions, and work sheets. The reports include monthly reports to the Joint Committee on Reduction of Nonessential Federal Expenditures (Byrd Committee), showing numbers of OEM employees, amounts of monthly payrolls, and numbers of new appointments and promotions; special reports to the Byrd Committee on OEM personnel receiving more than \$2,500 per annum; reports on personnel turnover; and reports on the deferment of OEM employees. Arranged by type of report.

REPORTS OF CLASSIFICATION SURVEYS AND RELATED RECORDS. 1943-44. 10 in.

30

Records relating mainly to the position-classification survey of headquarters and field offices of CAS initiated in September 1943 in order to provide a basis for the proper allocation of personnel of the Division. The records consist of the survey reports and related functional and organizational charts; instructions and a manual of procedure; and correspondence relating to the allocation of positions based on results of the survey. Arranged chronologically.

RECORDS OF THE CLASSIFICATION UNIT. 1942-44. 1 ft.

31

Correspondence, memoranda, and teletype messages relating to the preparation of position descriptions, processing of classification actions, formulation of classification standards, delegation of classification authority, orientation of classification analysts assigned to regional offices, and other matters involving classification and allocation of positions. The file is not complete. Arranged according to a numeric classification scheme.

MISCELLANEOUS RECORDS. 1942-43. 1 ft.

32

Correspondence and memoranda relating to leave administration and maintenance, efficiency-rating procedure, promotion, draft deferment, union activity, and similar subjects; copies of a field-personnel manual, a technical-procedures manual, and a training syllabus for classification analysts; and copies of position descriptions, mainly for positions in the Service Operations Office of CAS. Many of these records appear to be fugitive items from more complete series. Arranged alphabetically by subject.

Records of the Fiscal Division and Its Predecessor, the Fiscal Office

The fiscal organization of the Division of Central Administrative Services was geared to provide a complete fiscal service to the constituent agencies of the Office for Emergency Management. The services available to the agencies included the maintenance of accounts and the preparation of accounting and financial reports; the audit of all types of expenditure documents; the preparation of payrolls; and subsidiary operations such as the periodic inspection of the agencies' fiscal methods and procedures and



the maintenance of liaison for the agencies with the Treasury, the Bureau of the Budget, and other Federal agencies on fiscal matters. The extent of these services and the number of agencies that made use of them varied from time to time. In April 1942 a number of the constituent agencies of OEM in Washington began to prepare and audit their own payrolls and their travel and transportation vouchers and to maintain detail allotment accounts on personal services, travel, and special projects. One year later the fiscal functions performed by CAS for the War Production Board and the Office of Price Administration were transferred to those agencies, respectively. Finally, on July 1, 1944, the other larger agencies assumed their own detail accounting for the fiscal year 1945, leaving CAS with the responsibility for summary control of accounts.

GENERAL CORRESPONDENCE. 1942-44. 9 in.

33

Mainly copies of letters sent to constituent agencies of OEM, with some letters received, relating to the performance of fiscal services by CAS for the agencies, decentralization of detail accounting, development of allotment and accounting procedures, and the transfer of accounting functions from CAS to certain of the constituent agencies. Arranged alphabetically by name of agency and subject.

CORRESPONDENCE OF THE ASSISTANT DIRECTOR FOR FISCAL SERVICES. May 1-June 30, 1944. 1 in.

34

Copies of correspondence and memoranda sent by F. L. Parnell to headquarters and field offices of CAS and constituent agencies of OEM relating primarily to policies and procedures in fiscal operations performed by CAS. Arranged chronologically.

CORRESPONDENCE OF THE CHIEF, FIELD INSPECTION SECTION. Mar.-Sept. 1942. 5 in.

35

Consists mainly of letters and memoranda written by Robert J. Landers, with some letters received, relating to the assignments, itineraries, and activities of the Section's field inspectors. Arranged mainly numerically by region.

READING FILE OF THE ASSISTANT FISCAL OFFICER. Jan.-July 1942. 3 in.

36

A file maintained by C. A. Phillips, containing copies of correspondence and memoranda sent by the Fiscal Office to regional managers and regional fiscal officers of CAS, relating to allotment accounts, travel authorizations, procedures for the preparation of payrolls, and related fiscal matters. Arranged numerically by region.

CORRESPONDENCE AND REPORTS OF THE NATIONAL OPERATIONS BRANCH. 1943-44. 5 in.

37

Letters received and copies of letters sent relating to the preparation, audit, and routing of accounting documents and the maintenance of control accounts for the appropriations of constituent agencies of OEM; and reports of inspections of the fiscal organization and activities of CAS in the field. The correspondence is arranged alphabetically by name of agency; the reports are arranged numerically by region.



REPORTS OF THE FIELD INSPECTION SECTION. July 1-Dec. 31, 1942. 4 in.

38

Reports prepared by inspectors of the Section, with some related correspondence, pertaining to the survey of proficiency and performance of CAS fiscal units in the field. The reports are in 3 parts, as follows: (1) "Field Inspection Reports," explaining, for each CAS regional office, the condition of accounts, intraoffice problems in accounting and auditing procedure, and the working relationships between the field fiscal offices of CAS and the field offices of the constituent agencies of OEM; (2) "Special Reports," concerned with minor personnel and procedural problems; and (3) "Reports of Survey," dealing with the personnel needs of fiscal field offices of CAS and the necessity for conventional bookkeeping machines. Arranged by type of report.

REPORTS OF REGIONAL FISCAL OFFICERS. Sept. 1943-April 1944. 3 in. 39

Copies of periodic reports, with some related correspondence, forwarded to the Fiscal Division by regional directors for review. The reports relate to the administration of fiscal activities in the field and offer suggestions for improvement. Arranged numerically by region.

TRANSCRIPTS OF PROCEEDINGS OF MEETINGS OF CAS REGIONAL FISCAL OFFICERS.

April 18-22, 1944. 3 in.

40

Arranged chronologically.

ACCOUNTING LEDGERS. 1940-44. 488 vols. 90 ft.

41

General ledgers, allotment ledgers, and distribution ledgers maintained by CAS fiscal offices in Washington and in the field recording the accounts of CAS and the constituent agencies of OEM. Included are ledgers for all regional and Territorial offices of the constituent agencies and for foreign outposts of the Office of War Information. Entries are posted on Standard Forms 1015a and 1016 and on OEM Form 75aa. Arranged numerically by volume number.

### Records of the Investigations Office

On December 16, 1940, an office was established under the jurisdiction of the Liaison Officer for Emergency Management to coordinate the investigative activities of the constituent agencies of the Office for Emergency Management. When the Division of Central Administrative Services was set up, this office, known as the Investigations Office, was transferred to it. The primary function of the Investigations Office was to make arrangements with Government investigative agencies and private commercial companies for the investigation as to loyalty, character, and reputation of all persons employed by OEM and its constituent agencies. The Office had no authority to compel the agencies to have their personnel investigated but had to rely on the voluntary submission of requests for investigation from them. The Office did conduct a number of direct investigations involving, generally, the violation of criminal statutes by OEM employees. Pursuant to an order of the Bureau of the Budget, the functions of the Office were transferred to the Civil Service Commission on March 31, 1944.



GENERAL RECORDS. 1942-44. 2 ft.

42

Correspondence and memoranda relating to the administration of investigations conducted by the Office, the development of policies and procedures, the establishment and maintenance of liaison with Federal investigative agencies for the interchange of information, the promotion of accident-prevention campaigns, the formulation of security measures, and related matters; daily reports of investigators; copies of forms utilized in investigations; and other materials. Arranged alphabetically by subject.

REGIONAL CORRESPONDENCE. 1942-44. 4 in.

43

Letters received and copies of letters sent, with related memoranda, relating mainly to the classification of requests for investigations of CAS field employees into categories of priority. Arranged numerically by region.

CASE FILES OF PERSONNEL INVESTIGATIONS. 1941-44. 1 ft.

44

Reports prepared by Federal and commercial investigative agencies, correspondence, and case work sheets relating to the investigation of the loyalty, character, and reputation of certain employees of CAS and agencies of OEM. Attached to each case file jacket is an index card on which is recorded the status and progress of the investigation. Arranged alphabetically by name of employee.

CASE FILES OF DIRECT INVESTIGATIONS. 1942-44. 2 ft.

45

Correspondence, memoranda, reports, transcripts of testimony, and related materials pertaining to investigations made directly by the CAS Investigations Office for constituent agencies of OEM. The cases investigated involve such matters as bribery, theft, tampering with mail, unofficial use of Government vehicles, travel irregularities, and overpayment of salary. Arranged by type of case.

Records of the General Supply Division and the General Services Division  
and Their Predecessor, the Service Operations Office

When the Division of Central Administrative Services was established, the Liaison Officer for Emergency Management designated William D. Wright, the Chief Clerk of the Advisory Commission to the Council of National Defense, whose office had been providing administrative services to the constituent agencies of the Office for Emergency Management, as Chief of the Division's Office of Service Operations. The functions performed by the Service Operations Office included procurement and distribution of supplies, equipment, and contractual services; acquisition and allocation of space; operation of centralized communication facilities and mail, messenger, and motor services; redistribution of surplus property; maintenance of a library and a conference reporting service; and repair of office and motor equipment. In general, most of these services were furnished the agencies of OEM during the entire period of CAS's existence. Late in 1943 the Service Operations Office was reorganized into a General Supply Division, which became responsible for procurement and supply functions, and a General Services Division, which was assigned the other administrative services functions.



"CENTRAL FILES." 1940-44. 16 ft.

46

Correspondence, memoranda, reports, and other materials documenting the organization and administration and some of the activities of the General Supply Division and the General Services Division and of their predecessor, the Service Operations Office, and to some extent, the activities of the office of the Chief Clerk of the Advisory Commission to the Council of National Defense. The records relate to the compilation and presentation of budget estimates; the development and control of forms; the orientation and training of personnel; the development of internal policies and procedures in the performance of administrative services for agencies of OEM; the coordination of service operations in the field; the acquisition, allocation, transfer, and survey of building space; the operation of a central telephone switchboard and a nationwide, private-line teletype service for war agencies; and the furnishing of a conference-reporting service. Included are agenda and minutes of meetings of regional service operations officers; progress and production reports; releases issued for the guidance of Service Operations Office employees in the performance of operating routine; and copies of forms utilized by the Office and its successors. Arranged in accordance with a subject-numeric classification scheme.

RECORDS OF THE CHIEF PURCHASING OFFICER. 1942-43. 5 in.

47

Correspondence, memoranda, reports, and related materials accumulated by Donald R. Watson, pertaining to the procurement of supplies and services for agencies of OEM, the standardization of specifications for stock items, the distribution of surplus property, and similar matters. Arranged alphabetically by subject.

RECORDS OF THE AGENCY LIAISON SECTION. 1942-44. 2 ft.

48

Correspondence, memoranda, reports, and related materials pertaining to the organization and administration of the Section and to its activities in coordinating, expediting, and simplifying the furnishing of supplies and services to the constituent agencies of OEM in Washington and in the field. Arranged alphabetically by subject.

RECORDS RELATING TO THE TRANSFER OF WAREHOUSING FUNCTIONS. 1943-44.

5 in.

49

Correspondence, memoranda, and reports concerning the planning for and execution of the transfer of warehousing and stores-issue functions in Washington from CAS to the Procurement Division of the Treasury Department, and in the field, from district to regional offices of CAS. Arranged mainly numerically by region.

REPORTS. 1942-44. 4 in.

50

Periodic reports of the activities of the component units of the General Supply Division, the General Services Division, and the Service Operations Office, covering all events considered important to the operations of the reporting unit and indicating any special problems; and special reports of the Purchase Branch of the Service Operations Office, including reports analyzing the time consumed in the issuance of purchase orders. Arranged by type of report.



REPORTS OF AGENCY LIAISON OFFICERS. 1942-44. 6 in. 51

Reports of surveys of the organization, procedures, and activities of CAS regional and district offices in procurement and supply functions. Arranged numerically by region.

GENERAL SUPPLY ORDERS. Aug. 26, 1943-Aug. 1, 1944. 1 in. 52

Releases issued to promulgate instructions, policies, and reorganizations involving internal operations of the General Supply Division. Procedural matters covered by the CAS Manual were not included in this series of orders. Arranged numerically by order number.

MISCELLANEOUS RECORDS. 1942-44. 1 ft. 53

Consist of an advance copy of the service operations chapter of the CAS Manual, transcripts of proceedings in a course of instruction in Government purchasing, a copy of instructions for operating the OEM teletype communications system, "span of control" charts, and other materials. Unarranged.



For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Section, National Archives, General Services Administration, Washington 25, D. C.





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RECORDS HISTORICAL SURVEY

# PRELIMINARY



# INVENTORIES

Number 95

RECORDS OF THE PRICE DEPARTMENT OF  
THE OFFICE OF PRICE ADMINISTRATION

Compiled by Meyer H. Fishbein, Walter W. Weinstein  
and Albert W. Winthrop

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The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956





PRELIMINARY INVENTORY OF THE RECORDS OF  
THE PRICE DEPARTMENT OF THE  
OFFICE OF PRICE ADMINISTRATION

(Record Group 188)

Compiled by Meyer H. Fishbein, Walter W. Weinstein  
and Albert W. Winthrop



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956

National Archives Publication No. 57-3



## FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 270-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 4,700 rolls of this microfilm, described in the List of National Archives Microfilm Publications (1953), are now available for purchase.





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## INTRODUCTION

The World War II price control program originated on May 29, 1940, when President Roosevelt, under authority of the act of August 29, 1916 (39 Stat. 649), that provided for the Council of National Defense, appointed the National Defense Advisory Commission. This Commission, which had advisory powers with regard to industrial and economic mobilization, included a Price Stabilization Adviser (later called Commissioner), Leon Henderson. A unit organized by Commissioner Henderson became known as the Price Stabilization Division, the main function of which was to stabilize prices within the limits of its advisory capacity, especially of those raw materials and manufactured products that were essential for the Government's program of defense and rearmament. Within the Division authority was divided functionally among legal, price research, price operations, and accounting personnel. Most of the responsibilities for preparing price control plans became centered in a Price Section, which was under the direct supervision of the Commissioner. It was probably this Section that issued Price Schedule No. 1, effective February 17, 1941, for the control of secondhand machine-tool prices.

The Price Stabilization Division was redesignated the Price Division shortly after price control functions were transferred by Executive Order 8734 of April 11, 1941, to the Office of Price Administration and Civilian Supply (OPACS). The Price Division, under the direction of J. Kenneth Galbraith, was responsible for developing, and recommending to OPACS Administrator Henderson, programs for assuring price stability with regard to commodities actively or potentially inflationary. To carry out this responsibility, commodity sections were organized. The transfer of civilian supply functions to the Office of Production Management, in accordance with Executive Order 8875 of August 28, 1941, left the price control program and the commodity organization of the Price Division virtually unchanged. By the same order, OPACS became the Office of Price Administration (OPA).

The selective price control system developed by the OPA did not at first require a field organization. Most commodities in short supply were controlled at the manufacturing or wholesaling level. Price regulations, therefore, were adequately administered by the national office in Washington, D. C. By the fall of 1941, however, problems of enforcement, the study of price structures in various areas, and educational programs with regard to price control required the organization of a field staff and on October 21, 1941, a Field Operations Division was established within the national office to coordinate the work of the field staff.

During the period November 1941-February 1942, 11 regional offices within the continental United States were organized. Each regional office included several business specialists, directed by a Regional Price Executive, who were collectively known as the "price division." In addition, attorneys in the legal divisions of the regional office were assigned to the price divisions to assist in the preparation and interpretation of orders.



The Emergency Price Control Act, approved January 30, 1942 (56 Stat. 23), gave legislative sanction to the OPA program by providing for the establishment of maximum prices whenever the Administrator deemed such regulation necessary for the national defense and security. Responsibility for price regulation was delegated by the Administrator to J. Kenneth Galbraith, who on February 28, 1942, became Assistant Administrator (Deputy Administrator in Charge of Price and later Deputy Administrator for Price), with supervision over several price divisions, thereby eliminating the prestatutory Price Division. During his administration, February 1942-August 1943, the departmental organization of the OPA was evolved. The designation Price Department was authorized by Administrative Order 3 of May 2, 1942, rescinded by Administrative Order 3 (Revised) of May 6, 1942, and then reauthorized by Administrative Order 3 (Second Revision) of September 1, 1942. Under Mr. Galbraith's direction were four staff officers (the Executive Officer for Price, the Economic Adviser, the Field Operations Officer, and the War Goods Price Coordinator), an Office of Export-Import Price Control, and six operating divisions (the Food Price Division, the Fuel Price Division, the Industrial Manufacturing Price Division, the Industrial Materials Price Division, the Services and Consumer Durable Goods Division, and the Textile, Leather, and Apparel Price Division). Each division was organized into branches, sections, and units. Administrative Order 4, dated May 7, 1942, reduced the number of regions to eight and established Region IX, located in Washington, D. C., to include territories and possessions of the United States.

The Price Department had the primary responsibility for establishing maximum prices and for providing technical supervision over the price program in the field. The price regulations were based on three general principles: the price freeze, the price formula, and the dollars-and-cents ceiling. Of these the first named was the dominant principle applied in the General Maximum Price Regulation of April 28, 1942. Owing to the difficulty of applying and enforcing this principle the Price Department gradually replaced the general regulation with special regulations for each commodity or class of commodities. After the President's Hold-the-Line order of April 8, 1943, the Department adopted extensively the third principle in the form of community price ceilings fixed for particular communities by the district offices of the OPA.

To carry out these responsibilities the Administrator authorized (OPA Manual, Section 1-5911) the Price Department to establish, by regulation (originally price schedules and later maximum price regulations) or order ("letter" or "formal" orders), generally fair and equitable maximum prices; enter into voluntary agreements with sellers for the control of prices; conduct studies and investigations necessary to assist in the regulation of prices; and require business firms to keep financial data available for inspection by the OPA and to furnish necessary data to the OPA by means of questionnaires or reporting forms.



The freezing of prices on all but a few commodities and services by the General Maximum Price Regulation of April 1942 necessitated a more elaborate field organization, particularly to administer controls at the retail and service trade levels. In that month the central Field Operations Division was abolished and the field price service was placed under the direct supervision of the Price Department. The personnel of each field office at every level was organized according to a functional pattern approximately like that of the national office. The extent to which authority was delegated to the field varied as policies changed and as the nature of particular programs demanded.

A system of State offices and local boards created to administer a tire rationing program was used to establish State and district offices under the supervision of each regional office and war price and ration boards within each district or State office. On April 5, 1943, by authority of Staff Memorandum 157, State offices were redesignated "district offices," thereby eliminating the level of the field organization between the regional and district offices. All district offices included district price executives as heads of district price divisions.

The regional price divisions (1) advised the regional administrators on the establishment of price policies and the coordination of various regional programs, (2) represented the administrators in public relations conferences on price problems, (3) maintained liaison with the Price Department of the national office, (4) administered price regulations and, occasionally, issued orders establishing or adjusting maximum prices, subject to the interpretation and review of the national Price Department, and (5) supervised the price activities of district price divisions. The district price divisions in turn advised the district directors, maintained liaison with the regional price divisions, and supervised war price and ration boards. The activities of these boards with regard to price control consisted chiefly of collecting business data, conducting preliminary compliance investigations, and disseminating information on price control. Most of these activities after the President's Hold-the-Line order of April 8, 1943, related to the administration of the community pricing program for foodstuffs.

In August 1943, James F. Brownlee succeeded Mr. Galbraith as Deputy Administrator for Price. From September to December 1945, Jerome M. Ney served in that position. During this period (August 1943-December 1945) the Price Department underwent a number of organizational changes. The OPA Associate General Counsel (for Price) and the Price Legal Division under his supervision were transferred from the Office of the General Counsel to the Price Department by authority of Administrative Order 79 (Revised) of September 15, 1943. The operating divisions were reorganized to comprise the following: Consumer Goods Price Division, Food Price Division, Fuel Price Division, Services and Foreign Trade Price Division (including the former Office of Export-Import), Industrial Materials Price Division, Industrial Manufacturing Price Division, and Transportation and Public Utilities Division (transferred from the terminated Professional Services Division).



Subsidiary devices, such as differential prices and subsidies, were used by the Price Department to hold prices down without diminishing production. A special device adopted by the Department in 1945 to meet the tendency of textile and apparel manufacturers to concentrate on the production of their more profitable high-priced lines was the Maximum Average Price Regulation, which required the manufacturers subject to it to maintain their sales in each quarter at an average level of price for each category of fabric or garment equal to the average price they had maintained for that category in a given base period during 1943 or 1944.

With the cessation of hostilities in 1945 control of the costs of residential construction became a major problem, as building materials heretofore totally absorbed in the war effort became available to the civilian market. Separate building and construction price divisions under the jurisdiction of the price executives were established in each regional office and many district offices to determine prices and pricing areas for building materials and construction services.

On January 1, 1946, Geoffrey Baker replaced Mr. Ney as Deputy Administrator for Price. The increased emphasis on price decontrol and reconversion problems occasioned further reorganization during Mr. Baker's administration. When he resigned on October 16, 1946, the Price Department included five staff officers (two assistants, the Executive Officer, the Economic Adviser, and the Director of the Office of War Goods and Foreign Trade), two staff divisions (the Price Legal Division and the Price Decontrol Division), and six operating divisions (the Building and Construction Price Division, the Consumer Goods Price Division, the Food Price Division, the Industrials Price Division, the Sugar Rationing Division [to which the remaining functions of the Rationing Department, which was terminated on January 5, 1946, had been transferred], and the Transportation, Services, and Fuel Division).

After all price controls, with the exception of those on sugar, rice, and certain syrups, were removed by Supplementary Order 193, November 10, 1946, C. Dean McNeal, then Deputy Administrator for Price, began the liquidation of the Department. Field price personnel engaged chiefly in administering decontrol regulations, preparing histories of their divisions, and assisting in the liquidation of their offices. District price divisions were terminated when their district offices ceased operations. On December 9, 1946, Max McCullough, Acting Administrator, established the Sugar Department to administer the remaining sugar, rice, and syrup price and rationing programs (Staff Memorandum 591). Mr. McNeal resigned the next day and was replaced by Edward C. Welsh. And on December 12, 1946, by Executive Order 9809, the Price Department was transferred with the rest of the OPA to the Office of Temporary Controls (OTC). Max McCullough, who became Commissioner of Price Administration, appointed Mr. Welsh as Assistant Commissioner for Price, with authority to liquidate the Price Department (Staff Memorandum 604).



The last district offices were closed during January 1947 by authority of the Commissioner in his Transfer and Liquidation Instruction 24. Regional offices were at that time transferred to a newly created Office of Rent Administration in the Office of Temporary Controls (OPA), and on January 30, 1947 (Staff Memorandum 610), the Price Department was terminated. The premium payment program for copper, lead, and zinc was transferred to the Office of War Mobilization and Reconversion in the OTC; economic research and alcohol, meat, petroleum, and solid fuel subsidy programs were transferred to the newly created Office of Public Records in the OPA organization within the OTC; administrative functions were transferred to the appropriate management offices; and continuing functions with regard to price regulations for commodities decontrolled before January 1, 1947, were transferred to the Office of the General Counsel, OPA. In accordance with plans developed between July 1946 and March 1947, regional and district office records documenting the organization and functional structure of the price divisions, the general price programs of each office, and representative price operations were retained and samples of operating records were segregated for retention. All other field price records were destroyed.

The Sugar Control Extension Act, approved March 31, 1947 (61 Stat. 35), provided for the transfer of all remaining sugar controls to the Department of Agriculture. Two Executive orders of April 23, 1947, provided for the termination of the Office of Temporary Controls according to a schedule, which transferred to the Department of Agriculture (effective May 4, 1947) the function of price control over rice; to the Reconstruction Finance Corporation (effective May 4, 1947) the functions with respect to food subsidies and certain other specific functions; and to the Department of Commerce (effective June 1, 1947) all functions not otherwise disposed of--mainly those of liquidation.

The records described in this inventory are the records of the Price Department of the Office of Price Administration that, as of January 1, 1956, were in the National Archives. They are part of the records in Record Group 188, Records of the Office of Price Administration, and amount to 3,650 cubic feet of national office records and 1,200 cubic feet of field office records. They are arranged in accordance with an "ideal" organization of the Price Department, as they do not reflect an actual organization at any particular date. Organization of the Department at various times and an index to names of organizational units mentioned in the inventory are given in the first three appendixes. Names of persons mentioned in the inventory are indexed by the last appendix. The field office records consist of the records retained by the price divisions of regional and district offices and local price boards in the eight OPA regions for the continental United States and are similar in type to those of the central office operating divisions (see pages 24-25). As various district offices were created and terminated intermittently during the life of the OPA the records do not reflect the organization of the field offices at any particular date. Personnel records for employees of the Price Department are in the Federal Records Center, Region 6, St. Louis, Mo.



Additional price records, as well as duplicates of some individual documents, are among records of the other OPA departments and offices. Records of the Sugar Department, transferred to the Department of Agriculture on April 1, 1947, were later accessioned by the National Archives and are now among the records of the OPA Rationing Department.

There may be related records in the National Archives in Record Group 250, Records of the Office of War Mobilization and Reconversion; in Record Group 251, Records of the Price Decontrol Board; and in Record Group 202, Records of the National War Labor Board (World War II). Records relating to the subsidy programs for food and stripper oil wells and compensatory adjustment payments for the sale of coal are in the custody of the Reconstruction Finance Corporation and the Federal Records Center, Washington, D. C.; records relating to the premium payments program for copper, lead, and zinc are in the custody of the Department of the Interior; applications for rate increases are in the custody of the Interstate Commerce Commission; and records relating to price policies with regard to agricultural commodities are among records of the War Food Administration and the Agriculture Department. Some of these records are in the National Archives.

In preparing the part of this preliminary inventory that describes the records of the national office of the Price Department, Meyer H. Fishbein was assisted by Walter W. Weinstein and Albert W. Winthrop. The part of the inventory that describes the records of the field offices of the Price Department was prepared by Mr. Winthrop.



RECORDS OF THE PRICE DEPARTMENT OF THE  
OFFICE OF PRICE ADMINISTRATION

RECORDS OF THE NATIONAL OFFICE

RECORDS OF THE OFFICE OF THE DEPUTY ADMINISTRATOR FOR PRICE

The Office of the Deputy Administrator in Charge of Price (later Office of the Deputy Administrator for Price), which was formally established on May 26, 1942, by authority of Administrative Order 14, included the Deputy Administrator, an Executive Officer, an Assistant for Field Operations, and an Administrative Officer. Shortly thereafter, in accordance with Administrative Order 15 of June 6, 1942, the position of Assistant for Field Operations was abolished, and field operating functions were transferred to the Executive Officer.

The Office was reorganized by Administrative Order 14 (Third Revision) of February 1, 1943, to include the Deputy Administrator, a Special Assistant to the Deputy Administrator, a Concentration Program Coordinator, an Administrative Assistant, an Executive Officer for Price, and a War Goods Coordinator. In addition, an Office of Export-Import Price Control was organized as a unit within the Deputy Administrator's Office. The Office of Export-Import Price Control was, in accordance with Administrative Order 89 of December 31, 1943, redesignated the Export-Import Price Branch within the newly created Services and Foreign Trade Price Division. The branch was later terminated and replaced by an Office of Export-Import within the Office of the Deputy Administrator.

By February 28, 1944, the positions of Administrative Assistant and Concentration Program Coordinator had been abolished, and the positions of Economic Adviser and Field Operations Officer had been created. Later additions to the staff included a Standards Officer, who was appointed as a successor to the Standards Division, which had been terminated on September 18, 1944; and a Director of a Pricing Standards Coordination Staff (later Pricing Standards Office), which was organized on January 21, 1946. The appointment on May 31, 1946, of an Assistant Deputy Administrator for Price marked the last addition to the office staff. He dealt chiefly with the decontrol program, and later served as Director of the Decontrol Division.

The first step toward the eventual liquidation of the Office of the Deputy Administrator for Price was the consolidation of the Office of War Goods and the Office of Export-Import to form the Office of War Goods and Foreign Trade. On January 13, 1947, Staff Memorandum 607 redesignated the Deputy Administrator's Office the Office of the Assistant Commissioner for Price, and on January 31 the Office was terminated along with the rest of the Price Department.



The functions of the Office of the Deputy Administrator for Price, as reflected in the records described below, were as follows:

(1) The Deputy Administrator for Price was responsible, subject to the supervision of the OPA Administrator, for formulating price policies, collecting price data, preparing price regulations, providing technical supervision for field price programs, and directing and supervising the Price Department in the national office.

(2) The Special Assistant to the Deputy Administrator for Price reviewed all price actions for their consistency with established policies, and advised the Deputy Administrator on the effect of price actions upon price policies.

(3) The Executive Officer maintained liaison with the Administrative Management Department, coordinated the work of the administrative officers in the price divisions, advised the Deputy Administrator on budgetary matters, prepared forms for use in reporting work progress, and reviewed issuances of the Price Department.

(4) The Economic Adviser formulated price policy statements, prepared price chapters in OPA reports to Congress, and represented the Deputy Administrator at conferences with other agencies.

(5) The War Goods Coordinator prepared regulations and statements of policy with regard to war goods (commodities purchased by Government procurement agencies or resold by these agencies as surplus materials), maintained a center for coordinating information relating to problems of pricing war goods, recommended price programs on war goods to operating officials, and maintained liaison with procurement agencies and the Surplus Property Administration.

(6) The Field Operations Officer coordinated departmental activities related to field operations, advised the Deputy Administrator on the field implication of price policies, reviewed field operating instructions, represented the Deputy Administrator in contacts with the field, reviewed and analyzed suggestions from field offices, and planned and developed uniform price procedures and training programs for these offices.

(7) The Director of the Pricing Standards Office was responsible to the Deputy Administrator for the preparation, revision, coordination, and dissemination of OPA's "General Pricing Standards."

#### RECORDS MAINTAINED BY THE DEPUTY ADMINISTRATOR FOR PRICE

RECORDS RELATING TO ORGANIZATION AND ADMINISTRATION. 1941-46. 2 ft. 1

Memoranda, reports, and letters relating to the organization of the Office of Price Administration and Civilian Supply, the Price Department, and industry advisory committees; the delegation of authority to branch chiefs and field officers; staff meetings; the administrative organization



for price programs; a proposed Board of Appeals; operations of the Internal Intelligence Division and local price panels; staffing requirements; budgetary and personnel matters; a proposal for a price freeze (later established as the General Maximum Price Regulation); and procedures for expediting operations, handling mail, and decontrolling commodities. Also included are some minutes of staff and committee meetings and lists of commodities recommended for decontrol. Arranged by subject.

GENERAL RECORDS. 1941-46. 2 ft.

2

Correspondence, memoranda, reports, and reference materials, pertaining chiefly to relations between the Price Department and OPA's Office of Labor, Research Division, and Accounting, Enforcement, Information, Rationing, and Rent Departments; reconversion price policies; proposed rent-control legislation; pricing standards in distributive trades; programs with regard to consumer needs; the status of various price-control programs; food subsidy and reconversion price policies; the decontrol of milk and dairy products; and public relations. Arranged alphabetically by subject.

RECORDS RELATING TO PRICE POLICIES. 1941-46. 2 ft.

3

Chiefly memoranda and reports dealing with policies regarding the following: control of prices by "equalization funds," subsidies, roll-backs, a price freeze, or the formula technique; restrictions on designs and models; cost absorption by distributors; general price adjustments; the use of adjustable (escalator) clauses in price regulations; centralization of production to aid price control; price adjustments to offset wage increases; profit controls; simplification of regulations; reconversion problems; and decontrol standards. Arranged in part chronologically and in part alphabetically by subject.

RECORDS RELATING TO COMMODITY PROGRAMS. 1941-46. 5 ft.

4

Include memoranda, reports, and correspondence with Members of Congress and officials of other Government agencies relating to policies with regard to commodities pricing programs; letters from private individuals addressed or referred to the Deputy Administrator for Price, with copies of replies thereto, relating to OPA price policies or requesting price determinations, price adjustments, or decontrol of various commodities; and reports on meetings with representatives of private industry. Arranged alphabetically by name of Price Department division concerned and thereunder by name of commodity.

MEMORANDA RELATING TO EXPORT-IMPORT PRICING. 1942-46. 2 in.

5

Chiefly memoranda addressed to or received from the Directors of the Office of Export-Import Price Control (and its successors), relating to the administrative organization of export-import pricing programs and to policies and procedures with regard to the programs. Arranged chronologically.



MEMORANDA RELATING TO WAR GOODS PRICING PROGRAMS. 1942-46. 2 in. 6

Chiefly memoranda sent to or received from the War Goods Coordinator, relating to the administrative organization of war goods pricing programs and to policies with regard to the pricing of goods bought or resold by Government agencies. Arranged under three headings: Army-Navy Procurement, Surplus, and Procurement.

INTERPRETATIONS OF PRICE REGULATIONS. 1941-45. 5 in. 7

These interpretations of commodity price regulations were distributed in the form of circulars, press releases, or printed sheets for inclusion in loose-leaf binders. Arranged chronologically.

RECORDS CONCERNING RELATIONS WITH CONGRESS. 1941-46. 1 ft. 8

Include drafts of reports prepared for congressional committees; studies of congressional reaction to OPA programs; copies of letters received from or addressed to Members of Congress; and related memoranda. The records contain information on proposed OPA legislation, proposed price programs, the impact of inflation on a war economy, national income and expenditures, demands for preferential treatment with regard to agricultural commodities and products of small business firms, and the application of the principle of "fair profits" to price stabilization. Arranged alphabetically by subject.

RECORDS CONCERNING INTERAGENCY RELATIONS. 1941-46. 10 in. 9

Directives, agreements, memoranda, correspondence, and other materials concerning relations between the OPA and other Federal agencies having functions bearing on price control. The records relate chiefly to controls on prices of farm products by the Agriculture Department; the interest of the Office of Defense Transportation in storage and warehouse facility rates; price policies of the Office of Economic Stabilization and the Office of War Mobilization; interest of the Justice Department in monopoly prices; studies by the Labor Department on price trends; interest of the State Department in prices of commodities produced in Latin America; and commodity allocation programs of the War Production Board. Arranged alphabetically by name of agency.

CORRESPONDENCE WITH FIELD OFFICES. 1941-45. 4 in. 10

Incoming and outgoing correspondence with administrators and price executives of regional and district offices, relating to the organization of, and delegation of authority to, field offices; community pricing programs; price adjustments to alleviate local shortages; personnel administration; and other matters dealing with field office operations. Arranged by region number and thereunder chronologically.

RECORDS RELATING TO PRICE CONTROL IN FOREIGN COUNTRIES. 1941-45. 5 in. 11

Reports, memoranda, and correspondence relating to price control in South America, Cuba, Germany, Mexico, the United Kingdom, Sweden, and Canada. Arranged by area in the order mentioned.



READING FILE OF J. K. GALBRAITH, DEPUTY ADMINISTRATOR FOR PRICE. May 1941-Feb. 1944. 3 in.

12

Copies of interoffice memoranda and of letters and teletypes addressed to OPA regional executives, Members of Congress, officials of other Government agencies, and private individuals. The correspondence relates chiefly to national office and field office price operations, relations between the OPA and other Government agencies, staff meetings, meetings with private industry, and personnel matters. Arranged chronologically.

RECORDS OF ASSISTANTS TO THE DEPUTY ADMINISTRATOR FOR PRICE. 1941-45. 1 ft.

13

Papers of William A. Neiswanger, Donald H. Wallace, and G. Griffith Johnson, including minutes of meetings of the Coordinating Committee and the Clearance Committee, agenda of the Price Policy Committee, and reports and memoranda relating chiefly to the organization of the Price Department, distribution and supply problems, a War Production Board program for the conversion of production, small business aids, a survey of the textile industry, and enforcement of price schedules 1 and 4. Arranged alphabetically by subject.

PROGRESS REPORTS. 1940-46. 26 ft.

14

Weekly, semimonthly, or monthly narrative reports (chiefly weekly reports of about 2 pages), containing information on the organization, administration, and operation of the Price Department, its constituent units, and its predecessors. Arranged according to the following organizational grouping: (1) Price Stabilization Division of the National Defense Advisory Commission; (2) Price Division of the Office of Price Administration and Civilian Supply; (3) staff officers of the Deputy Administrator for Price; (4) divisions of the Price Department, together with reports by their branches and sections; (5) regional price divisions; and (6) building material and constructions units of the regional price divisions.

#### RECORDS MAINTAINED BY THE EXECUTIVE OFFICER FOR PRICE

GENERAL RECORDS. 1941-46. 21 ft.

15

Directives, memoranda, reports, correspondence, and other materials that reflect the activities of the Executive Officer for Price with regard to formulation of price policies, administrative organization for price programs, establishment of operating procedures, and supervision of administrative matters. The records relate mainly to the organization of Price Department subdivisions and special committees; the delegation of authority to field offices; the organization of research functions; interdepartmental and interagency relations; pricing formulas; problems pertaining to price control (limitations of adjustable price provisions in price regulations, establishment of community prices, decontrol procedures, wage-price relationships, and the like); cost-of-living surveys; budgetary requirements and allotments; private business reporting requirements; the registration of retail establishments; and procedures for docketing case files, preparing economic briefs, and processing price



adjustments. Included are organization charts; minutes of meetings of the Price Coordinating Committee, regional administrators, and regional price executives; drafts of OPA quarterly reports; "Forecast and Evaluation" studies of field price programs; proposals for price actions (OPA Form 611-705); "Price Policy Statements"; personnel lists; and personnel training materials. Arranged alphabetically by subject.

RECORDS OF JAMES A. PERKINS, EXECUTIVE OFFICER FOR PRICE. Sept. 1941-Apr. 1942. 2 ft. 16

Relate chiefly to the organization of the Price Division and include summaries of staff meetings; memoranda and minutes of a conference relating to the establishment of the Research Division; letters and memoranda dealing with the formulation of the General Maximum Price Regulation, the operations of various sections and field offices, and general administrative and procedural matters; budgetary materials; memoranda, letters, lists, forms, and applications relating to personnel administration; an appraisal report of the administrative staff of the Division; and a study of coal marketing. Arranged in part alphabetically by name or subject and in part alphabetically by name of unit within the Price Division.

"SUMMARY OF PRICE ACTION" FILE. June 1943-Nov. 1946. 3 ft. 17

Copies of OPA Form 611-315 (Program and Progress Record for Current Major Price Department Actions, 1943) and Form 611-366 (Summary of Price Action), which contain information on type of action (new regulation, revision of regulation, or amendment to regulation), title of action (e.g., Amendment No. 3 to MPR 564), commodities involved, and geographic applicability of action, together with a summary and the date of the action. The records are in three groups as follows: (1) Oct. 1944-46, arranged chronologically; (2) Jan.-Sept. 1944, arranged by price division and thereunder chronologically; and (3) June-Dec. 1943, arranged chronologically. A folder containing memoranda relating to the forms is at the beginning of the series.

REPORTS ON STATUS OF PRICE ACTIONS. 1942-43. 4 in. 18

Are statistical form reports, together with related memoranda, that deal mainly with applications for price adjustment. Arranged by type of form.

WEEKLY REPORTS ON APPLICATIONS FOR PRICE ADJUSTMENTS. 1942-43. 8 in. 19

Form reports submitted by regional offices, containing statistical data on applications for price adjustments that were received by regional and district offices. Arranged by region number and thereunder chronologically.

WHOLESALE ECONOMY REPORTS. Jan.-July 1943. 5 in. 20

Interviewers' reports, with related memoranda and summary reports, dealing with a survey of the wholesale economy. They contain data on the financial structure of various wholesale firms, number of employees, hours of work, marketing areas, market conditions, and trade practices. Unarranged.



READING FILE. May 1942-Dec. 1943. 3 ft.

21

Copies of outgoing interoffice memoranda and of letters sent to Members of Congress, officials of other Government agencies, and private individuals, relating chiefly to proposed price regulations, administrative and operating procedures, interdepartmental and interagency relations, industry surveys, and personnel matters. Arranged chronologically.

#### RECORDS MAINTAINED BY THE ECONOMIC ADVISER

GENERAL RECORDS. 1942-46. 8 ft.

22

Minutes of meetings, directives, reports, correspondence (including a reading file of John D. Sumner, Special Economic Adviser), memoranda, and other materials reflecting the Economic Adviser's activities in the development of price policies and his participation on various staff and interagency committees. The records relate chiefly to proposed amendments to price control legislation, price adjustment policies and procedures, price reduction programs, reconversion pricing problems, Price Department training programs, studies of industry profits, price operations in field offices, governmental acquisition of war goods, and to activities of the following: Interdepartmental Committee on Economic Foreign Policy, Interagency Advisory Committee on Needs for Financial Data, Interdepartmental Committee on Standard Commodity Classification, Interagency Steering Committee on Premium Payments, Program Group, Pricing Standards Committee, Committee on Inventory Controls, Individual Adjustment Committee, Low End Committee, Product Mix Committee, Import-Export Committee, Distribution Policy Committee, Labor Policy Committee, Controls on Price Stabilization Committee, Committee on Period One (WPB), Consumer Advisory Committee, Committee on Economic Demobilization, Task Committee on the Impact of Proposed Demobilization of WPB, Reconversion Committee, and the Workload Committee. Arranged alphabetically by subject.

MEMORANDA ON COMMODITY PRICE PROGRAMS. 1943-46. 1 ft.

23

These memoranda reflect the Economic Adviser's part in developing commodity price policies and contain analyses of the following: proposed and approved price regulations, price trends, administrative organization of programs, and economic factors in various manufacturing and distributing industries and service trades. Arranged alphabetically by name of Price Department unit (Building and Construction, Chemicals and Drugs, Consumer Goods, Export-Import, Food, Machinery, Metals, Services, and Transportation).

#### RECORDS MAINTAINED BY THE WAR GOODS COORDINATOR

GENERAL RECORDS. 1942-43. 1 ft.

24

Memoranda, reports, letters, circulars, and reference materials relating to administrative matters, the Committee on Economic Demobilization, meetings of the War Goods Price Council, the division of authority over price control between the OPA and the Armed Forces, programs for controlling prices of war goods, compliance problems, inflationary tendencies in war industries, a tour of army establishments to study procurement methods,



and the preparation, renegotiation, and termination of war contracts.  
Arranged alphabetically by subject.

REGULATORY DOCUMENTS. 1944-46. 4 ft.

25

Include drafts of supplementary orders (to the General Maximum Price Regulation) dealing with purchases by Government agencies of war goods or their resale as surplus materials, drafts of amendments to these orders, and copies of "formal" and "letter" orders fixing the prices of commodities in accordance with the supplementary orders, together with some related correspondence and reports. Arranged by supplementary order number (94, 122, 101, 9, 42, 80, 81, 82, 102, 107, 109, 130, 152, and 157) and thereunder by type of document.

RECORDS OF THE CHIEF COUNSEL. 1943-46. 10 in.

26

Consist chiefly of interoffice memoranda, and correspondence with the War Department, Office of Alien Property, Maritime Commission, Navy Department, Reconstruction Finance Corporation, Surplus Property Board, Treasury Department, War Assets Administration, and purchasers of surplus materials. The records relate to prices of various war goods, or embody interpretations of the supplementary orders mentioned in entry 25. Included also are lists of personnel of the office of the War Goods Coordinator, price action sheets (OPA Form 611-366), lists of purchasers of surplus war goods, and an index by commodity to the letter orders issued under Supplementary Order 94. The records in the series are arranged by subject, type of material, name of correspondent, or name of agency.

RECORDS RELATING TO WAR GOODS PROCUREMENT. 1942-46. 6 in.

27

Reports, interoffice memoranda, and correspondence with Government agencies and private companies, relating to OPA programs for controlling prices of goods purchased by Government agencies or of goods resold as surplus materials. They contain information on OPA regulations, commodity prices, and the financial operations of manufacturers of war goods. Arranged alphabetically by commodity.

RECORDS RELATING TO SURPLUS WAR GOODS. 1944-46. 2 ft.

28

Include minutes of meetings of the Procurement Policy Board (Civilian Production Administration), and letters, memoranda, reports, teletypes, publications, and OPA issuances dealing with the organization of the surplus goods price program within the Office of War Goods, the development of price policies, the activities of the Price Department's training committee, price regulation of surplus materials, the liquidation of Government inventories, and decontrol procedures. Arranged alphabetically by subject, type of material, name of OPA price unit, name of correspondent, or name of agency.

RECORDS RELATING TO PROCEDURAL REGULATION NO. 6. 1942-45. 2 in.

29

Memoranda and OPA issuances containing interpretations of the regulation, which dealt with price adjustment, comments on policies regarding the



regulation, criteria for granting adjustments, and procedures for processing price adjustment applications. Arranged by subject.

GOVERNMENT CORRESPONDENCE. 1942-46. 5 in.

30

Correspondence, together with related memoranda, of the OPA with foreign and United States Government agencies (including the Director of Australia War Supplies Procurement, the British Purchasing Commission, the U. S. Budget Bureau, and the U. S. Office of Economic Stabilization), relating to OPA policies regarding purchases of war goods. Some Government issuances dealing with the procurement procedures of these agencies are filed with the correspondence. Arranged alphabetically by name of agency.

REGIONAL CORRESPONDENCE. 1944-46. 7 in.

31

Memoranda and teletypes sent to or received from regional price executives, attorneys, and surplus goods coordinators, relating to interpretations of price regulations, purchase or sale of war goods by Government agencies, operating procedures of surplus goods coordinators, terminated war contracts, and enforcement problems. Arranged by region number.

COMPANY CORRESPONDENCE. 1942-46. 3 in.

32

Correspondence with manufacturers and distributors of war goods, relating to their requests for price determinations. Arranged alphabetically by name of company.

#### RECORDS MAINTAINED BY THE DIRECTOR OF THE PRICING STANDARDS OFFICE

MATERIALS USED IN PREPARING THE MANUAL ON PRICING STANDARDS. 1945-47.

2 ft.

33

Were accumulated by the Pricing Standards Office in preparing an analysis of OPA pricing standards for inclusion in volume 5 of the OPA Manual. Included are drafts of chapters for the manual; transcripts of discussions in employee-training courses on price control policies; and directives, memoranda, and reports concerning proposals for coordinating price policies and such matters as price adjustments, agricultural commodity controls, export-import prices, and reconversion problems. Arranged by subject or type of material.

#### RECORDS MAINTAINED BY THE FIELD OPERATIONS OFFICER FOR PRICE

GENERAL CORRESPONDENCE. 1942-45. 1 ft.

34

Mainly correspondence with Members of Congress, trade associations, and private firms and individuals, relating to pricing techniques, enforcement problems, industry surveys, and requests for price actions that were referred to the field by the national office, or vice versa. Included also are memoranda relating chiefly to complaints by the public regarding price policies and administrative procedures. The letters are arranged alphabetically by name of correspondent; the memoranda alphabetically by subject.



COST-OF-LIVING REPORTS. 1944-46. 10 in.

35

Chiefly interviewers' form reports (BLS 1662), prepared by the Bureau of Labor Statistics, containing cost, sales, price, employment, and trade-practice data on individual producers and distributors of consumer goods. Included also are summary cost-of-living studies and correspondence between the OPA and the Bureau of Labor Statistics. Unarranged.

CORRESPONDENCE OF THE ADJUSTMENT SECTION. 1944-45. 2 ft.

36

Correspondence with field offices relating to price adjustment policies and procedures, and to requests by individual firms for price adjustments. The series is in two parts, as follows: (1) outgoing correspondence for 1944, arranged chronologically; and (2) outgoing and incoming correspondence for 1945, arranged by region number and thereunder chronologically.

CORRESPONDENCE WITH REGIONAL PRICE EXECUTIVES. 1942-46. 5 ft.

37

Relates chiefly to the organization and functions of field offices, the delegation of authority to field offices, staff meetings and meetings with industry members, enforcement and price adjustment policies and procedures, area and community price programs, personnel and budgetary matters, office procedures, and work progress in field offices. Arranged in three chronological groups (1942-1943, 1944-1945, and 1946), thereunder by region number, and thereunder (the first two parts only) by subject.

### RECORDS OF STAFF DIVISIONS

#### RECORDS OF THE PRICE LEGAL DIVISION

The Price Legal Division was the successor of several legal divisions (Food and Apparel Price Legal Division, Industrial Manufacturing and Fuel Price Legal Division, Industrial Materials Price Legal Division, and Retail Trade and Services Legal Division) that had been established on August 1, 1942, in the Office of the General Counsel under the direction of Henry M. Hart, Associate General Counsel for Price. The entire price legal staff was transferred to the Price Department on April 2, 1943, and, on September 15, 1943, was organized as a Price Legal Division under the direction of the Associate General Counsel for Price (Administrative Order 79 and Revised Administrative Order 79). The lawyers in the Price Legal Division, with the exception of the staff within the immediate office of the Associate General Counsel for Price, were subject to the Associate Counsel's control only on matters relating to administration and legal standards. Their activities were largely controlled by the directors of the price divisions and branches to which they were assigned. The functions of the leading officials of the Price Legal Division were as follows:

(1) The Associate General Counsel represented the Deputy Administrator for Price in liaison activities with other agencies and, subject to the direction of the Deputy Administrator, directed and coordinated the activities of the Division, formulated legal policies, and established standards of legal operations.



(2) The Assistant General Counsels, one of whom was assigned to each operating division of the Price Department, advised the division director on legislative and legal matters, reviewed orders and regulations, and supervised the activities of the chief counsels in that division.

(3) The Chief Counsels, one of whom was assigned to each commodity price branch, advised the branch price executives on legal matters, reviewed all proposed price regulations and orders, and prepared interpretations of price regulations.

Mr. Hart was succeeded on November 5, 1945, by David F. Cavers, who was in turn succeeded by Jonathan B. Richards on June 17, 1946.

The Price Legal Division was apparently terminated on December 27, 1946, when Mr. Richards' position was abolished. Some functions of the Division had, by that time, been transferred to the Sugar Legal Division.

Only the records maintained by the Associate General Counsel for Price are described in the following series. The records maintained by those members of the Price Legal Division who were assigned to operating units of the Price Department were incorporated into the records of the respective units.

RECORDS PERTAINING TO LEGISLATION. 1940-46. 2 ft.

38

Relate to proposed and approved legislation and congressional resolutions of interest to the OPA. Included are copies of congressional bills, acts, and resolutions; interpretative studies of proposed legislation; transcripts of statements presented to congressional committees during hearings on the legislation; drafts of reports prepared for the committees or for OPA officials prior to their appearance before the committees; related correspondence with Members of Congress; and press releases. Arranged chronologically by date of bill, act, or resolution, except for several folders of materials dealing with legislative problems in general, which are at the beginning of the series.

GENERAL ADMINISTRATIVE RECORDS. 1941-46. 3 ft.

39

Directives, memoranda, reports, publications, and other materials relating chiefly to the delegation of authority to the Deputy Administrator for Price and his staff officers, and to the decentralization of that authority; the organization of the Price Department; functions and activities of the Legal Advisory Committee, the Workload Committee, and various units of the Department; the administrative organization of legal functions in field offices; budgetary matters; personnel administration; and procedures for filing, preparing orders and forms, and performing other administrative and operational tasks. Included also are minutes of meetings of the Division staff and the Committee on Legal Appointments (later the Committee on Attorney Personnel); interpretations of the "Business Experience" clause of the Appropriation Act of July 12, 1943; lists of, and job description sheets for, personnel; Board of Legal Examiners' attorney



registers; and copies of sample reporting forms. Arranged alphabetically by subject.

RECORDS CONCERNING OPA RELATIONS WITH CONGRESS. 1942-46. 8 in. 40

Include drafts of reports prepared for congressional committees; studies of congressional reaction to OPA activities; copies of letters sent to or received from Members of Congress; and related memoranda. The records contain information on OPA legislation and regulations; policies regarding the "Highest Price Line Limitation" (the requirement that manufacturers maintain production of their lower priced clothing); methods of protecting small business; the use of commodity grading provisions in price regulations; personnel policies; and procedures for conducting administrative hearings and for fixing the price of meat. Arranged by type of material, subject, or name of congressional committee.

RECORDS CONCERNING INTERAGENCY RELATIONS. 1940-45. 2 ft. 41

Directives, reports, memoranda, correspondence, and other materials dealing with relations between the OPA and other Federal agencies whose functions had to do with price control. The records relate to the pricing functions of the Army Price Adjustment Board and the Premium Price Plan Quota Committee (WPB and OPA); contract negotiations of the Armed Forces; the study of agricultural prices by the Food Industry War Committee and the Department of Agriculture; price control functions of the War Food Administration; the price support program of the Commodity Credit Corporation; price policies of the Office of Economic Stabilization and the Office of War Mobilization and Reconversion; the study of price trends by the Department of Labor; production controls of the War Production Board; and War Shipping Administration controls of petroleum transportation rates. Arranged alphabetically by name of agency except for a folder of related general materials, which is at the beginning of the series.

DIRECTIVES AND MEMORANDA ON PRICING STANDARDS. 1941-46. 3 ft. 42

Concern such pricing problems as defining the roles of the OPA, the Department of Agriculture, and the War Food Administration in establishing price standards for agricultural commodities; evaluating financial data received from industry preparatory to fixing prices; changing pricing standards to conform to the "business practices" provision of the Emergency Price Control Act (section 2h); establishing equitable prices for the distributive trades; evolving policies with regard to cost absorption by distributors, limitation of the manufacture of high-priced apparel, protection of marginal producers, and maintenance of normal peacetime profits in industry; and establishing standards and procedures for granting price increases, forcing price decreases, and fixing prices for individual firms. Arranged alphabetically by subject.

RECORDS RELATING TO PRICE POLICIES. 1940-46. 9 ft. 43

Directives, drafts of proposed regulations, reports, studies, memoranda, correspondence, and reference materials, relating to price policies and the procedures for effectuating them. The more important subjects dealt with are as follows: the open-price, adjustable price, and "general



rescue" (individual hardship case) clauses of price regulations; adjustments of transportation and public utility rates; methods for controlling barter, "tie-in" agreements, brokers' fees, credit charges, auction-sale prices, and discounts and allowances; buyers' certificates of good faith; price adjustments for changes in container materials because of metal shortages; standards for exempting commodities from price control; marketing practices of cooperatives; the General Maximum Price Regulation and export-import regulations; protest procedures; war goods procurement and sale; programs for the simplification of price regulations; subsidy payments; procedures for preparing statements of consideration in connection with price regulations; and the use of voluntary agreements for price control. The records in this series are arranged alphabetically by subject.

RECORDS CONCERNING PRICE REGULATIONS. 1941-46. 3 ft. 44

Include copies of proposed maximum price regulations; memoranda dealing with the organization of commodity programs within the Price Department; and letters, memoranda, minutes of staff meetings, reports, and press releases embodying interpretations of price regulations or containing suggestions for proposed regulations. Arranged alphabetically by name of price division and thereunder by commodity or type of material.

RECORDS RELATING TO PETITIONS AND INTERPRETATIONS. 1941-46. 2 ft. 45

Include briefs, correspondence, memoranda, and studies relating to OPA controls over freight rates, interpretations of price regulations, and petitions for relief from price orders. Public utility companies, inter-coastal lumber shippers, aluminum processors, automobile manufacturers, liquor distillers, and restaurateurs were chiefly concerned. Arranged alphabetically by subject or by name of company submitting the petition or requesting the interpretation.

MISCELLANEOUS CORRESPONDENCE AND MEMORANDA. 1940-46. 10 in. 46

Correspondence and memoranda with regional price attorneys, Members of Congress, Office of War Mobilization and Reconversion, Office of Economic Stabilization, Department of Agriculture, War Food Administration, industry associations, and private individuals. The records contain analyses of, or comments on, proposed and approved OPA legislation and regulations; relations between the OPA and Congress, the aforementioned agencies, and the public; significant enforcement cases; price control in Cuba; terminology in price regulations; and price policies, particularly with regard to reconversion and price adjustments. Arranged chronologically.

READING FILE OF DAVID F. CAVERS. Mar. 1943-Mar. 1946. 9 in. 47

Mr. Cavers was Chief Consultant in the Legal Division of the Office of the Assistant General Counsel, Aug. 17, 1942-June 15, 1943, and Head Attorney in the Division (later the Price Legal Division), June 16, 1943-Oct. 31, 1944; Assistant General Counsel for Price in the Price Legal Division, Nov. 1, 1944-Nov. 4, 1945, Associate General Counsel for Price, Nov. 5, 1945-June 16, 1946, and Consultant, June 17-Sept. 9, 1946. His



file consists mainly of memoranda but includes copies of some letters sent to private individuals, containing interpretations of price control legislation and OPA regulations, and comments on proposed regulations, activities of the legal staff, office procedures, and personnel matters. Arranged chronologically.

READING FILE OF JONATHAN B. RICHARDS. Nov. 1944-Oct. 1946. 2 in. 48

Mr. Richards was Business Specialist in the Price Division, Sept. 2-Dec. 16, 1941, Senior Administrative Officer, Dec. 16, 1941-Jan. 15, 1942, and Regional Price Executive, Jan. 16-Mar. 22, 1942; Principal Attorney in the Atlanta Regional Office, Mar. 3, 1942-Apr. 17, 1944; Attorney in the Price Legal Division, Apr. 18-July 10, 1944, Assistant to the Associate General Counsel, July 11, 1944-June 16, 1946, and Associate General Counsel, June 17-Dec. 27, 1946. His file consists of copies of outgoing letters and memoranda, most of which contain interpretations of legislation and regulations, or information on legal operations. Arranged chronologically except for a folder of undated correspondence, which is at the beginning of the series.

#### RECORDS OF THE STANDARDS DIVISION

A Standards Section (later Standards Branch), under the direction of Robert A. Brady, was organized within the Consumer Division of OPACS during June 1941 to study and analyze changes in the quality of civilian goods, to develop, with the cooperation of the National Bureau of Standards and the American Standards Association, techniques for checking deterioration in quality, and to encourage industry to accept the use of quality standards.

On September 3, 1942, by authority of OPA Administrative Order 49, the Standards Branch, then under the direction of Willis S. MacLeod, was terminated. Its functions and personnel were transferred to a newly created Standards Division under the supervision of the Deputy Administrator in Charge of General Services. The Division was comprised of a Director, a Consumer Commodity Branch, an Industrial Commodity Branch, and a Testing Branch.

The functions of the Standards Division, as redefined by Administrative Order 49, included the development of technical commodity definitions, standards, and specifications; the formulation of plans for informative labeling of commodities; the initiation of programs for simplifying production of goods by eliminating unnecessary variations; collaboration with other Government agencies and private research groups for making more effective use of raw materials, labor, and manufacturing facilities; and the establishment of testing and sampling techniques to aid in the administration and enforcement of price, rent, and rationing programs.

By authority of Administrative Order 67 of December 14, 1942, the Standards Division was transferred to the newly established Professional Services Department. Revised Administrative Order 67 of September 27,



1943, transferred the Division to the Price Department where it remained until the Division was terminated. Shortly before this transfer to the Price Department, Dickson Reck had succeeded Willis MacLeod as Director of the Division.

The Standards Division was terminated on September 18, 1944 (Staff Memorandum 394). Advisory functions with regard to standards problems were at that time transferred to Edward J. Hennessy, who was appointed Standards Officer in the Office of the Deputy Administrator for Price. The position of Standards Officer was abolished on May 31, 1946.

GENERAL RECORDS. 1941-44. 6 ft.

49

Include proposed and approved organization charts for standards or consumer units of the OPA; minutes of meetings of the Interdepartmental Advisory Committee to the Standards Division, the OPA Consumer Standards Committee, the Steering Committee to the Standards Division and the Governmental and Institutional Purchasing Agents' Panel, the Policy Committee on Standardization, Labeling, and Grading, and the Consumer Goods Distribution and Use Panel; histories of the Division and of consumer units of the Department of Agriculture and the National Recovery Administration; copies of speeches by personnel of the Division; and correspondence, memoranda, reports, press clippings, press releases, and/or Government and non-Government publications, dealing with the organization and functions of the Division and of the aforementioned panels and committees, commodity grades and labels, standardization practices and proposals, foreign practices in grading and standardizing commodities, interstate trade barriers, consumer representation in the postwar Federal Government, proposed programs for quality control, and relations between the Division and other units of the OPA, other Government agencies, and the American Standards Association. Arranged according to a classification scheme, the main classifications of which are: I. Administration and Organization; II. Committees and Panels; III. Consumer Standards; IV. Foreign Experience; V. Grade Labeling; VI. Quality Control and Deterioration; VII. Standardization and Simplification; and VIII. Working Relationships and Operating Procedures.

RECORDS RELATING TO COMMODITIES. 1941-44. 19 ft.

50

Include correspondence, memoranda, reports, and Government and non-Government publications, relating to pricing, labeling, testing, grading, and standardizing commodities. Also included are minutes of meetings of the Interdepartmental Committee on Leather, the Flashlight Battery Project Committee, the Conference on Washing Machines, the Defense Housing Furniture Corporation, and the Wood Furniture Project Committee; studies of plans for curtailing food canning, methods of reducing the cost of drugs to hospitals, the oil treatment of sole leather, shoes manufactured before World War II as compared to shoes produced during the war, price-quality controls of women's hosiery, colorfastness of fabrics, and construction and operation of food dehydrators; completed questionnaires containing specifications for commodities; blueprints for shoe-testing equipment and photographs of sole-leather treating equipment; a manual for home furnishings; materials submitted to the Division by the American Standards



Association relating to its proceedings in the development of protective occupational footwear; and materials submitted by the association's War Committee on Radios. Arranged according to a commodity classification scheme (e.g., II. TEXTILES, LEATHER and APPAREL--B. Household Textiles--3. Blankets).

MEMORANDA AND PUBLICATIONS RELATING TO CONSUMER PROBLEMS. 1941. 1 ft.

51

A reference file dealing with such consumer problems as determining the nutritive value of foods, evaluating advertising, budgeting and record-keeping, obtaining credit, managing money, and understanding the operations of credit unions. Arranged by subject.

#### RECORDS OF THE PRICE DECONTROL DIVISION

The Price Decontrol Division was established August 21, 1946, and John Bulkley, Assistant Deputy Administrator, was appointed its Director. The Division formulated OPA policies regarding the decontrol provisions of the Price Control Extension Act of 1946 (60 Stat. 664), administered the OPA's decontrol programs, participated in proceedings relating to appeals from decontrol decisions, and maintained liaison with the Department of Agriculture and the Price Decontrol Board on matters pertaining to the decontrol or recontrol of commodities and services. Supplementary Order 193, of November 10, 1946, which removed all price controls except those on sugar, rice, and certain syrups, apparently terminated the Division's operations, although Mr. Bulkley retained his position as Assistant Deputy Administrator.

The records described below are those maintained by Mr. Bulkley.

GENERAL RECORDS. 1945-46. 2 ft.

52

Include copies of proposed decontrol orders, memoranda, and directives relating to decontrol policies and procedures, letter orders issued in connection with requests for decontrol under Supplementary Order 73 and Procedural Regulation 17, charts and graphs containing data on price trends, correspondence with industry advisory committees and private individuals regarding their recommendations for decontrol or recontrol of commodity prices, and other materials accumulated by the Assistant Deputy Administrator as a byproduct of his activities with respect to decontrol programs. Arranged by subject or type of material.

MEMORANDA ON COMMODITY DECONTROL PROGRAMS. Feb.-Nov. 1946. 2 ft.

53

Embody the opinions of OPA officials, with their reasons for arriving at those opinions, regarding proposed orders exempting or suspending commodities from price control. Included also are copies of proposed orders, completed copies of OPA Form 611-750 (Proposal for Decontrol), and some reference materials. Arranged alphabetically by name of the Price Department division concerned with the commodity controls.



DOCKETED FILES FOR DECONTROL PETITIONS. May-Nov. 1946. 7 ft. 54

Relate to formal and informal petitions for the decontrol of various commodities. The series contains the following:

1. Informal petitions (A1-A505), including copies of the petitions and related correspondence.

2. Petitions (C1-C3) filed in accordance with section 1A (d) (2) of the Emergency Price Control Act of 1942, as amended, including transcripts of industry advisory committee hearings on proposals for decontrol, copies of petitions prepared by the committee, related memoranda and correspondence, and copies of letter orders embodying decisions of the OPA.

3. Regional and national office memoranda relating to informal petitions (F1-F23) that were submitted to regional offices.

4. Memoranda relating to a petition (S-1) for decontrol of wheat, semolina, and farina.

5. Correspondence and letter orders relating to petitions (U1-U54) submitted by individual companies in accordance with section 2U of the act, as amended.

6. Correspondence relating to petitions (X1-X3) for decontrol of commodities involved in foreign trade, submitted in accordance with section 2X of the act, as amended.

7. An index, on 4" x 6" cards, to the decontrol petitions. Each card contains the docket number, the date the petition was received, the name of the commodity concerned, the names of companies submitting the petition, the name of the person who signed the petition, the name of the OPA unit to which it was referred, and a notation as to the action taken. Arranged in two parts, one part for pending cases and one for closed cases, and thereunder alphabetically by name of commodity, company, and petitioner.

The records in this series are arranged in the order described.

#### RECORDS OF OPERATING DIVISIONS

On March 3, 1942, Leon Henderson, OPA Administrator, organized four price operating divisions: Food and Apparel, Industrial Material and Equipment (later Industrial Materials), General Products, and Fuel. He added a fifth, the Retail and Services Price Division, on March 26.

Each Division's function, which remained unchanged until the end of price control, was to develop and administer price regulations for the commodities and services within its jurisdiction. To accomplish this, the Division Director was authorized to perform economic research, analyze industry data, develop such industry relations as might be necessary for the preparation of regulations and amendments thereto, furnish advice and information to field offices in respect to the administration of regulations, and process complaints, requests for price determinations, petitions for amendments, and protests against price actions. The Director of each Division delegated responsibility for these activities to branch chiefs (price executives), subject to the general policies he developed. The branch chiefs established, with the approval of the



Executive Officer for Price, sections responsible for administering regulations for specific commodities, conducting economic research, or handling the administrative activities of the branches.

Within the period June 2, 1942-December 10, 1946, the divisional organization of the Price Department went through a number of changes, particularly with respect to the operating divisions. The organizational framework within which their records is described is an "ideal" one, as stated in the introduction to this inventory. Appendix I, however, gives the names of the divisions and their component branches and sections as they were outlined by Administrative Order 14, issued on June 2, 1942; appendix II tabulates the major changes in divisional organization from that date until December 10, 1946, at which time all commodities except sugar, rice, and certain syrups were decontrolled. Changes in the branches have not been tabulated, as responsibility for individual commodity programs usually remained within the jurisdiction of the same branch, although its title might be changed. An index to the organizational units in the national office is given in appendix III.

From November 1946 to January 1947, when the Price Department was terminated, the operating divisions were engaged chiefly in liquidating the activities of the Department.

Most of the records of the operating divisions (and the field price divisions) that are described in this inventory relate to price actions (the drafting of "regulations, amendments, and orders that fixed, changed, or withdrew maximum prices, or prescribed rules of conduct for their observance"), the collection of economic data, and the Price Department's relations with individual firms.

A typical "price action file" includes memoranda showing the development of price policies on the matter under study, drafts of regulations and orders, analyses of those drafts, and summaries of approved price actions. In addition, studies prepared in connection with the consideration of price regulations and amendments, correspondence revealing the reaction of business men to the regulation, and papers showing the interest of the appropriate industry advisory committee in the price action were occasionally included in the file. Usually, however, records relating to economic studies or the operation of industry advisory committees were organized as a separate series.

The documentation relating to the collection of economic data includes memoranda relating to proposed surveys; letters or completed questionnaires that contain cost, price, and profit data; and studies that summarize the OPA's findings.

Most of the operating units maintained the records concerning their relations with individual firms in docketed case files, general case files, or correspondence files. All units were required to docket all formal applications for price adjustments and price authorizations and



all requests for review of price orders. Most of the units also docketed protests against the prices established by the OPA and petitions for amendments to regulations, although the official dockets and docketed files for these actions were maintained by the OPA's Office of the Secretary. Many units maintained the records relating to all these actions in a single series of docketed case files, which documented each transaction from the receipt of the application, protest, or petition to the issuance of a decision (usually an order) by the OPA (e.g., entry 103). Correspondence relating to requests for information or suggestions for and criticisms of regulations were often filed in separate series (e.g., entry 222). Several units, however, filed all records relating to each company in general case files (e.g., entry 243).

Price lists were filed in the docketed case files, the general case files, the series relating to economic studies, and/or in separate series. Some lists were obtained by the OPA for use in formulating price regulations but some, known as price filings, were submitted by firms in accordance with the provisions of a particular regulation.

Price sections occasionally arranged all of their records relating to a particular commodity or class of commodity into one series (e.g., entry 663). This filing method was used when the records relating to the formulation and administration of a regulation were not voluminous.

#### RECORDS OF THE BUILDING AND CONSTRUCTION PRICE DIVISION

RECORDS OF THE DIVISION DIRECTOR. Oct. 1941-Jan. 1947. 4 ft. 55

This series was maintained by Herbert Wachsmann, Neil Stabler, Karl Mathiasen, and W. Stuart Ingram, who were, successively, Price Executives of the Building Materials Price Branch of the Industrial Materials Price Division; and by Gordon Rieley and Allen Coe, Directors, successively, of the Building and Construction Price Division. Their records consist chiefly of memoranda and correspondence relating to price policies on various commodities, area pricing programs, price adjustment policies and procedures, voluntary price agreements, export quota controls, the production of critical building materials, the concentration of production to increase efficiency, the effect of freight increases on prices, reconversion problems, the activities of industry advisory committees and the Building Materials Compliance Committee, jurisdictional disputes with other units of the OPA, budget estimates, and general administrative matters. Also included are minutes of staff meetings, a price action file on builders' hardware, a study dealing with war-housing construction costs in Cleveland, Ohio, copies of speeches by staff members, progress reports, weekly bulletins of the Building Materials Price Branch, and a list of publications dealing with building materials. In two groups, the first consisting chiefly of records relating to the Building Materials Price Branch, and the second of records relating to the Building and Construction Price Division. Within each group the records are arranged alphabetically by subject.



CORRESPONDENCE OF THE DIVISION COUNSEL. 1942-46. 4 ft. 56

Correspondence, including memoranda, with field personnel, Members of Congress, officials of other Government agencies, and private individuals, maintained by Warren S. Sharfman, Benjamin Friedson, and Alfred Letzler, Chief Counsel, successively, of the Building Materials Price Branch, Industrial Materials Price Division. Alfred Letzler became Division Counsel when the Building and Construction Price Division was established. The correspondence, most of which is for the period 1942-43, relates chiefly to the preparation and administration of price regulations. It is in 12 groups, as follows: (1) memoranda from the Accounting Department of OPA relating to industry surveys and applications for price adjustments; (2) interoffice memoranda; (3) regional correspondence; (4) form letters, unarranged; (5) copies of outgoing letters, arranged alphabetically by first letter of addressee's surname and thereunder chronologically; (6) copies of letters prepared by Samuel G. Ruttenberg, Head of the Mechanical Equipment Section of the Building Materials Price Branch; (7) copies of memoranda prepared by Mr. Ruttenberg; (8) correspondence relating to surveys, arranged by commodity (heating equipment, valves, and plumbing); (9) memoranda sent to regional offices, relating to the administration of Maximum Price Regulation 251, arranged by region number; (10) other outgoing memoranda and letters relating to the administration of Maximum Price Regulation 251, arranged by topic (general, suggestions, roofing, National Electrical Association, proposed amendments, contractors and maintenance, and interpretations); (11) correspondence of Leo Wasser, Chief Counsel of the Mechanical Building Equipment Price Branch; and (12) correspondence relating to Maximum Price Regulation 215. Within each group the records are arranged chronologically except as noted.

RECORDS OF JOHN LINDEMAN. 1944-46. 4 ft. 57

John Lindeman served successively as Associate Price Executive of the Lumber Price Branch, Associate Price Executive of the Building Materials Price Branch, and Division Economist in the Building and Construction Price Division. His records include reports prepared for congressional hearings, and memoranda, letters, forms, and tabulations relating to the following subjects: relations between the OPA and the Forest Service, Office of Economic Stabilization, War Production Board, and Housing Expediter; staff meetings; price adjustment policies; allocation of iron and steel for housing construction; problems of small business; industry surveys; and personnel administration. The records concerning relations with the War Production Board and the Housing Expediter relate to a premium payment plan for expediting the production of building materials. The series is in five parts, as follows: (1) general records, arranged alphabetically by subject; (2) records relating chiefly to the premium payment plan, arranged by commodity or subject; (3) tabulations of data acquired during the course of industry surveys, arranged by commodity (concrete products, sand and gravel, domestic fruit jars, metal lath, gypsum lath, wall plaster, asphalt shingle, asphalt roofing, gypsum wall-board, clay draintile, portland cement, and millwork); (4) correspondence, memoranda, and mailing lists pertaining to the surveys, unarranged; and (5) reports of field offices relating to their activities with regard to



the pricing of building materials and lumber, arranged chronologically.

CASE FILES. 1942-45. 2 ft.

58

Contain orders, memoranda, and correspondence relating to applications for price adjustments, petitions for amendments to regulations, and protests against price actions of the OPA. Arranged alphabetically by name of company.

APPLICATIONS FOR PRICE ADJUSTMENTS. Mar.-Nov. 1946. 9 ft.

59

Case files consisting of applications for price adjustments and related orders, memoranda, and correspondence. Many of the applications were submitted under Supplementary Order 119 by companies that had converted from the production of war goods to civilian building materials. Arranged alphabetically by name of company.

### Records of the Building Materials Price Branch

#### Records of the Roofing, Insulation, and Glass Section

PRICE ACTION FILE. 1941-46. 3 ft.

60

These records, most of them for the period 1941-43, reflect the development of price regulations for glass, asphalt and tarred roofing products, asphalt tile, mineral wool, insulated brick siding, insulation board, asbestos cement, and flameproof cotton insulation. They consist chiefly of memoranda relating to plans for regulations, economic studies prepared to furnish background data for regulations, summaries of industry conferences and phone conversations during which the plans were discussed, drafts of the regulations, and correspondence relating to their operation. Arranged by commodity in the order mentioned; records dealing with more than one commodity are at the end of the series.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1943-46. 10 in.

61

Chiefly letters, memoranda, and press releases relating to the organization and operations of advisory committees for the asbestos-cement building materials industry, asbestos paper and millboard industry, asphalt and tarred roofing industry, asphalt tile industry, cork insulation industry, fiber insulation board industry, window glass industry, flameproof cotton insulation industry, rolled and wire glass industry, glass container industry, insulated siding industry, laminated fiber wallboard industry, and wood fiber blanket insulation industry. Arranged by industry committee in the order mentioned.

RECORDS RELATING TO INDUSTRY SURVEYS. 1942-46. 3 ft.

62

These surveys were conducted by means of questionnaires, telephone and personal interviews, and letters. The Bureau of Labor Statistics and the U. S. Tariff Commission assisted in obtaining and tabulating data for several of the surveys. The records in this series include the completed questionnaires, letters containing company data, and memoranda listing data obtained by telephone, as well as studies, tabulation sheets, charts, and graphs summarizing the company and industry data. Arranged by name of commodity.



GENERAL MEMORANDA AND CORRESPONDENCE. 1942-46. 5 in. 63

Memoranda, and correspondence with individual firms relating to conferences with industry representatives, pricing policies with regard to asphalt adhesives and acoustical tile, demand and supply factors in the building materials industry, international trade in insulation materials, and operating procedures of the Section. Arranged alphabetically by subject.

REGIONAL CORRESPONDENCE. 1942-46. 1 in. 64

Correspondence with regional offices relating to problems pertaining to the pricing of roofing materials. Arranged by region number with the exception of some correspondence relating to acoustical tile and roofing flax, which is at the end of the series.

CORRESPONDENCE OF J. G. MCKAY. 1942-45. 2 in. 65

Mr. McKay was in charge of the Roofing, Insulation, and Glass Section. His correspondence, including memoranda, was with other sections of the OPA, regional offices, the War Production Board, and private firms, relating to OPA policies with respect to the pricing of commodities within the jurisdiction of the Section. Arranged by subject.

DOCKETED CASE FILES. Apr. 1942-Nov. 1946. 10 ft. 66

Reflect the relations between the OPA and individual firms in the roofing, insulation, and glass industries. They include orders, memoranda, and correspondence relating chiefly to petitions for amendments to regulations, and requests for information on regulations, price determinations, and price adjustments. Arranged numerically by docket number, 1-592, with a group of unnumbered files at the end of the series. Docket cards are described in entry 67.

DOCKET CARDS. 1942-46. 6 in. 67

Cards, 3" x 5", that index the case files described in entry 66. Each card contains the docket number and the name and address of the company, as well as notes on the type of action required and the disposition of the case. Arranged alphabetically by name of company.

RECORDS RELATING TO THE GLASS CONTAINER INDUSTRY. 1942-46. 1 ft. 68

Include memoranda relating to meetings with industry representatives, correspondence with regional offices regarding their requests for interpretations of regulations, economic studies of the industry, and correspondence with individual firms concerning their price filings, requests for information on regulations, and complaints against price actions. The correspondence with industry members, together with related orders and memoranda, is arranged alphabetically by name of company; the other material is arranged by subject at the end of the series.

RECORDS RELATING TO THE FIBER AND FLAT GLASS INDUSTRY. 1942-46. 10 in. 69

This series is similar to that described in entry 68.



FORM REPORTS ON PRODUCTION OF ROOFING MATERIALS. 1943. 4 in. 70

Questionnaires completed by producers of roofing materials, showing their consumption of raw materials, conversion costs, and sales for the period Jan. 1941-Apr. 1943. Arranged alphabetically by name of company.

RECORDS RELATING TO THE ASPHALT PRODUCTS INDUSTRY. 1941-46. 1 ft. 71

Include economic studies of the industry, correspondence with regional offices and individual firms about their pricing problems, memoranda relating to conferences with industry representatives, lists of producers, completed questionnaires showing production and price data of manufacturers of tarred felt and slaters felt, price schedules, and a flow chart showing distributive channels in the industry. Arranged by subject or type of material.

CORRESPONDENCE WITH ASPHALT ROOFING FIRMS. 1942-46. 10 in. 72

Relates mainly to requests for price authorizations or price adjustments. Arranged alphabetically by name of company.

CORRESPONDENCE RELATING TO ASBESTOS AND INSULATION INDUSTRIES. 1942-46. 2 ft. 73

Correspondence, including memoranda, relating to the development of OPA policies with respect to asbestos products and insulation materials. The correspondence is arranged by commodity (asbestos-cement pipe, asbestos-cement building materials, pipe and boiler insulation, insulation board, building papers, mineral wool, tile board, laminated fiber board, insulated brick siding, hardboards, flameproof cotton, and thermal insulation) and thereunder in the following order: (1) correspondence with private firms, together with related memoranda, (2) correspondence with regional offices, (3) other correspondence, and (4) general memoranda.

#### Records of the Paints and Wallpaper Section

MEMORANDA OF THE SECTION HEAD. 1942-46. 3 in. 74

Relate to industry surveys, pricing problems, decontrol procedures, and administrative matters. They include papers of Gus D. Goldberg, head of the Protective Coating Section of the Chemical and Drugs Price Division, which became, under Milton H. Heyman, the Paints and Wallpaper Section. Unarranged.

RECORDS CONTAINING ECONOMIC DATA ON THE PAINT INDUSTRY. 1941-46. 2 ft. 75

Correspondence, reports, and tabulation sheets containing data on the technology, distributive channels, and financial operations of the industry. Included also are minutes of meetings of advisory committees representing the industry and memoranda relating to their operations. Arranged by subject or type of paint (water, oil, lead, and the like).

RECORDS RELATING TO SURVEYS OF THE PAINT INDUSTRY. 1942-43. 6 ft. 76

Consist chiefly of completed questionnaires (OPA Forms 692:403 and 692:486) that had been distributed to paint manufacturers and retailers



to obtain cost and sales data for use in fixing prices. Included also are related correspondence and memoranda, and tabulation sheets and special studies containing summaries of the data. The questionnaires and related papers dealing with the survey of manufacturers are arranged alphabetically by name of company; the records relating to the retail survey are arranged by region number; the summary papers are at the end of the series.

COST AND PRICE REPORTS FILED BY PAINT MANUFACTURERS. 1942-45. 2 ft.

These reports, submitted to OPA in accordance with Maximum Price Regulation 188, contain cost data on the raw materials used in paint manufacturing. They are in four groups, each arranged alphabetically by name of company. The first three groups pertain to orders A-1, 125, and 465, respectively, under the regulation; the fourth group consists of all other reports.

CORRESPONDENCE WITH PAINT COMPANIES. 1942-46. 5 ft.

Relates to price filings, requests for price determinations and price adjustments, alleged violations of price regulations, and protests against price actions. Price schedules submitted by the firms and related memoranda are filed with the letters. Arranged alphabetically by name of company or type of paint.

RECORDS RELATING TO THE WALLPAPER INDUSTRY. 1942-46. 2 ft.

This series documents the activities of the Price Department with regard to the pricing of wallpaper. The records are grouped as follows: (1) memoranda relating to a War Production Board program for prohibiting changes in wallpaper designs, arranged chronologically; (2) correspondence with regional offices regarding their requests for advice on pricing problems, arranged chronologically; (3) unarranged records, including industry studies, a list of wallpaper manufacturers and distributors, and memoranda relating to conferences with industry members; (4) correspondence, memoranda, and reports concerning the OPA's relations with the Wall Paper Institute, arranged chronologically; and (5) docketed files containing correspondence, memoranda, price lists, and other materials concerning the relations between the OPA and wallpaper manufacturers, arranged alphabetically by name of company.

Records of the Millwork Section

GENERAL MEMORANDA. 1942-46. 5 in.

Interoffice memoranda and memoranda received from and sent to regional offices relating to the activities of industry advisory committees representing manufacturers and distributors of various types of millwork, the operation of price control for special millwork, the pricing of stair work, and an application by Holden and Martin Lumber Co. for a price adjustment. Arranged by subject.

COMPANY CORRESPONDENCE. 1943-46. 3 ft.

Correspondence with millwork producers, distributors, and consumers



relating to the operation of price controls for special and stock millwork. Specifically, the letters relate to such matters as the submission of cost and price reports, requests for price authorizations and adjustments, and complaints against and suggestions for price regulations. Arranged alphabetically by name of company.

RECORDS RELATING TO THE DOUGLAS FIR DOOR INDUSTRY. 1941-46. 5 in. 82

Include drafts of Price Schedule 44, which established maximum prices for the industry; reports prepared by the Standards Division of the OPA and the National Bureau of Standards on standards and specifications for Douglas fir doors; studies of production, prices, and realization in the industry, prepared for the OPA by the Bureau of Labor Statistics and the U. S. Tariff Commission; economic and technological studies prepared by the OPA; a map of the price zones for the industry; and price lists submitted by individual firms. Arranged by subject.

RECORDS RELATING TO THE MOLDING INDUSTRY. 1942-46. 7 in. 83

Include memoranda relating to the plans for and the preparation of price regulations affecting the industry; memoranda and correspondence dealing with pricing problems, transportation rates, and jobbers' trade practices; an economic study of the industry, June 1944; price lists submitted by industry members; and a list of molding manufacturers. Arranged by subject.

RECORDS RELATING TO THE GRAIN DOOR AND COAL DOOR INDUSTRY. 1942-46. 2 in. 84

Include memoranda dealing with a proposed regulation for the industry, an economic study of the production of doors used to enclose grain and coal on railroad cars, and reports on specifications for the doors. Arranged by type of material.

RECORDS RELATING TO THE PLYWOOD INDUSTRY. 1941-46. 2 ft. 85

Include memoranda showing the development of plans for controlling the prices of plywood; correspondence relating to industry surveys; studies of the production of ponderosa pine plywood and the distribution of hardwood plywood; tabulations of company data on costs, terms of sale, and prices of plywood manufacturers; memoranda and correspondence relating to petitions for amending Maximum Price Regulations 293 and 568; and a list of plywood manufacturers. Arranged by subject or type of material.

RECORDS RELATING TO THE STOCK MILLWORK INDUSTRY. 1941-45. 2 ft. 86

Consist chiefly of form reports (OPA Forms 675-570 and 675-2153), and letters and memoranda containing cost, price, and realization data obtained in connection with the operations of Maximum Price Regulations 293, 381, and 589. Included also are memoranda dealing with the effect of price increases for glass and fir millwork on the manufacturers of windows, doors, and sashes; protest case files; applications for price adjustments; and memoranda and letters relating to petitions for price increases to cover wage increases granted by the National War Labor Board. Arranged by region number and thereunder by subject.



RECORDS CONTAINING ECONOMIC DATA ON STOCK MILLWORK JOBBERS. 1943-45.

2 ft.

87

Consist of profit-and-loss statements and balance sheets submitted by individual companies, tabulations of the data on them, studies of the operation of jobbers in different areas of the country, lists of jobbers, and copies of price lists submitted by jobbers. The statements and balance sheets are arranged by year, 1941-43, and thereunder alphabetically by name of company; the remaining records are arranged by subject.

REPORTS SUBMITTED BY SPECIAL MILLWORK PRODUCERS. Apr.-Aug. 1946. 2 ft.

88

These reports, submitted in accordance with Maximum Price Regulation 608, contain cost data and descriptions of the operations of the producers. Arranged by State and thereunder alphabetically by name of company.

Records of the Masonry Section

RECORDS OF THE SECTION CHIEF. 1941-45. 1 ft.

89

These records, maintained successively by Joseph K. Moore and William L. Pringle, consist chiefly of memoranda showing the development of policies on commodities within the jurisdiction of the Section, studies of the production and distribution of the commodities, prepared to supply background data for price regulations, and copies of the price regulations. Included also are weekly reports submitted to the Section Chief and investigative reports on the effectiveness of the regulations. Arranged by subject.

OUTGOING CORRESPONDENCE. 1942-46. 3 ft.

90

Copies of letters and memoranda sent to regional offices, Members of Congress, other Government agencies, and producers and consumers of masonry materials in reply to requests for information on the administration and operation of price controls for those commodities. Most of the correspondence is arranged alphabetically by name of addressee; some inter-office memoranda relating to administrative matters are at the beginning of the series; form letters are filed under the letter "F."

RECORDS RELATING TO TALC AND CHEMICAL STONEWARE. 1942-46. 2 ft.

91

Chiefly memoranda, correspondence, and reports showing the effect of price control on the production and distribution of talc, steatite (near pure talc), pyrophyllite (talc containing 25-30 percent aluminum), soapstone (talc containing 5-10 percent aluminum), chemical porcelain, and chemical stoneware. Included are a price action file relating to the formulation of regulations; several industry studies; minutes of meetings and correspondence showing the activities of the Talc, Pyrophyllite, and Ground Soapstone Industry Advisory Committee; a list of producers and dealers; and correspondence with producers, distributors, and consumers of the products, together with related memoranda and work papers, dealing with requests for information on price regulations or requests by the OPA for price data. Arranged alphabetically by subject or name of company except for the price action file, which is at the beginning of the series.



PRICE ACTION FILE ON REFRACTORIES. 1943-46. 2 ft.

92

Includes memoranda reflecting the development of OPA policies with regard to refractories; background studies prepared in connection with policy deliberations; drafts of proposed regulations; minutes of meetings with representatives of refractory manufacturers; correspondence and reports dealing with the activities of the Refractory Industry Advisory Committee; memoranda, correspondence, and studies showing the operations of price regulations affecting the industry; completed copies of OPA Form 678:102, Survey of Prices of Ball and Fire Clays; and correspondence containing data on price changes after refractories were decontrolled on Sept. 4, 1946. Unarranged.

DOCKETED CASE FILES FOR THE REFRACTORIES INDUSTRY. 1942-45. 2 ft. 93

Include orders, memoranda, and correspondence relating to requests for price authorizations, applications for price adjustments, and petitions for amendments to regulations. Arranged alphabetically by name of company.

CORRESPONDENCE WITH MEMBERS OF THE REFRACTORIES INDUSTRY. 1942-46. 2 ft.

94

Relates chiefly to requests for information and to the submission of price lists. Arranged alphabetically by name of company.

PRICE ACTION FILE ON LIMESTONE AND VITREOUS ENAMEL FRIT INDUSTRIES.

1942-46. 1 ft.

95

Includes background studies of the technology and the distributive channels for the chemical lime, limestone, and vitreous enamel frit industries; cost-price studies of limestone quarries; memoranda dealing with a survey of lime producers; a copy of a petition for price increases submitted by producers of limestone used in making beet sugar, with related papers; memoranda showing activities of the Lime Industry Advisory Committee; a list of lime producers; and correspondence relating to the recruitment of consultants among members of the industries. Arranged by subject.

CASE FILES FOR THE LIME AND VITREOUS ENAMEL INDUSTRIES. 1942-46. 3 ft.

96

Include correspondence, memoranda, and work papers relating to requests for price determinations or price adjustments. The case files are in two groups, the first relating chiefly to chemical lime and vitreous enamel frit producers, and the second to limestone quarries. Within each group the records are arranged alphabetically by name of company.

PRICE LISTS SUBMITTED BY LIME PRODUCERS. 1942-46. 1 ft.

97

These lists, in letter or catalog form, are filed with related correspondence and several requests for price adjustments. Arranged alphabetically by name of company.

RECORDS RELATING TO CUT AND DIMENSION STONE. 1941-46. 2 ft.

98

Consist chiefly of correspondence with producers and consumers of clay, slate, granite, metal lath, and terrazzo, showing the operations of price



controls for the commodities. Included also are several studies of the production and marketing of the commodities. Arranged by name of commodity and thereunder by subject, name of correspondent, or name of State.

PRICE ACTION FILE FOR THE BRICK AND TILE INDUSTRY. 1943-46. 2 ft. 99

Includes memoranda and correspondence with regional offices and members of the industry, relating to price control problems in the industry and to the activities of industry advisory committees for the structural clay products and ceramic tile industries; a study of trade practices in the brick and tile industry; supply and demand studies of various areas of the United States; copies of area orders promulgated under Order A-1 of Maximum Price Regulation 188; and lists of producers of brick and tile. Arranged alphabetically by subject or name of correspondent.

RECORDS RELATING TO A COST-PROFIT SURVEY OF THE BRICK MANUFACTURING INDUSTRY. 1943-45. 2 ft. 100

Consist chiefly of cost reports, with related correspondence and price catalogs, submitted in the form of letters or completed questionnaires (OPA Form 678-929) in connection with petitions for industrywide price increases. Arranged by area number (2-12) and thereunder alphabetically by name of company except for petition dockets, tabulations of the cost and profit data, and area amendments to Order A-1 of Maximum Price Regulation 188, which are at the end of the series.

DOCKETED CASE FILES FOR THE BRICK AND TILE INDUSTRY. 1942-46. 5 ft. 101

Contain requests for price determinations, applications for price adjustments, and petitions for amendments to Maximum Price Regulations 188 and 592, together with related price orders, cost reports, and correspondence. The case files are in two groups, the first relating to the petitions and applications and the second to requests for price determinations. Within each group the case files are arranged alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE CEMENT INDUSTRY. 1942-46. 1 ft. 102

Studies, reports, petitions for amendments, completed questionnaires (OPA Form 6122-2860), applications to the National Wage Stabilization Board for wage adjustments, and correspondence with industry members. They contain production, cost, sales, price, and realization data on the cement industry. The studies were prepared by the OPA, the Federal Trade Commission, the War Production Board, the Public Roads Administration, and the Bureau of Labor Statistics. Unarranged.

CASE FILES FOR THE CEMENT INDUSTRY. 1942-46. 10 in. 103

Consist chiefly of orders, memoranda, and correspondence relating to applications for price adjustments, petitions for amendment to regulations, and protests against price actions. Correspondence with regional offices, Government agencies, and private industry relating to the operation of Maximum Price Regulation 224 is also included in the series. The case



files are arranged alphabetically by name of company. Some records relating to undocketed actions are filed under "Miscellaneous" and "Tennessee Valley Authority."

REPORTS ON OUT-OF-AREA CEMENT SHIPMENTS. 1942-43. 2 ft. 104

These reports of cement shipments outside the normal marketing area for individual cement producers were submitted in accordance with section 1346.110 (d) of Maximum Price Regulation 224. Arranged alphabetically by name of company.

PRICE ACTION FILE FOR THE CONCRETE INDUSTRY. 1942-46. 3 ft. 105

Includes economic studies of crushed stone, sand, gravel, concrete, and cinder block producers, together with related lists of firms, maps, correspondence, and work papers, that were prepared to supply background data for the development of price regulations; drafts of amendments to Maximum Price Regulations 188 and 592, pertaining to concrete; questionnaires completed by concrete producers (OPA Form 6122-2905, Calculation of Ready-Mixed Concrete Prices); and correspondence and memoranda showing the effect of the regulation on the industry. Arranged by subject or type of material.

DOCKETED CASE FILES FOR THE CONCRETE INDUSTRY. 1942-46. 9 in. 106

Contain orders, memoranda, and correspondence relating to requests for price determinations (OPA Forms 678-2274 and 6PR-1), applications for price adjustments, and protests against price actions. Arranged alphabetically by name of company.

CASE FILES RELATING TO CONCRETE PRODUCERS. 1943-46. 8 ft. 107

These case files document the relations between the OPA and individual concrete producers. They include letter orders, correspondence, and completed questionnaires (OPA Forms 678-2274 and 663-1049), together with studies of concrete producers in several metropolitan areas, correspondence with regional offices, applications to the National Wage Stabilization Board for wage adjustments, and memoranda and correspondence relating to the activities of the Industry Advisory Committee for Ready-Mixed Concrete and Concrete Products. Arranged alphabetically by subject or name of company.

MISCELLANEOUS CORRESPONDENCE WITH MEMBERS OF THE CONCRETE INDUSTRY.

1945-46. 11 in. 108

Relates chiefly to interpretations of Maximum Price Regulation 592, the submission of company data, requests for price determinations, applications for price adjustments, and protests against price actions. Arranged alphabetically by name of State in which the company was located.

PRICE ACTION FILE FOR THE VITRIFIED CLAY SEWER-PIPE INDUSTRY. 1942-46.

1 ft. 109

Includes drafts of price regulations and economic reports on the operations of the vitrified clay sewer-pipe industry in the eastern, east central, southern, southeastern, Rocky Mountain, and Pacific areas of the



United States. The reports contain data on the financial operations of the industry, maps of marketing areas, price histories, and recommendations for regulating prices. Unarranged.

CORRESPONDENCE WITH MEMBERS OF THE VITRIFIED CLAY SEWER-PIPE INDUSTRY.

1943-46. 8 in. 110

These letters, with related memoranda, deal with the activities of the Industry Advisory Committee for Vitrified Clay Sewer Pipe and its area subcommittees and the operations of regulations affecting the commodity. Drafts of proposed questionnaires and lists of producers are interfiled in the series. Arranged alphabetically by subject or name of company.

FINANCIAL REPORTS FOR THE VITRIFIED CLAY SEWER-PIPE INDUSTRY. 1941-44.

6 in. 111

These operating statements and balance sheets were obtained from producers in connection with a survey of the industry or requests for price adjustments. Arranged alphabetically by name of company.

PRICE LISTS FOR THE VITRIFIED CLAY SEWER-PIPE INDUSTRY. Nov. 1941-Feb.

1942. 7 in. 112

These lists, with some related correspondence, were submitted in compliance with OPA requests on October 28, 1941. Arranged alphabetically by name of company.

DOCKETED CASE FILES FOR THE VITRIFIED CLAY SEWER-PIPE INDUSTRY. 1942-46.

1 ft. 113

Contain orders, memoranda, and correspondence relating to applications for price adjustments and petitions for amendments to regulations. Arranged alphabetically by name of company.

PRICE ACTION FILE FOR THE GYPSUM INDUSTRY. 1942-46. 2 ft. 114

The records relate to the development of regulations for gypsum plaster, wallboard, sheathing board, lath, plaster of paris, and Keene's cement. They include memoranda dealing with proposed regulations, drafts of the regulations, economic studies on the production and distribution of the commodities, memoranda relating to discontinuance of the transportation of crude gypsum from Nova Scotia, and correspondence relating to industry suggestions for the decontrol of plaster of paris and gypsnow (a product used by the motion-picture industry for simulating snow). There are also several folders of memoranda and correspondence relating to the production and sale of roofing granules (crushed slate). Arranged by subject.

CORRESPONDENCE WITH GYPSUM PRODUCERS. 1941-46. 3 ft. 115

Relates chiefly to interpretations of regulations, requests for price determinations, protests against price actions, and the submission of company data. Related memoranda and price lists are filed with the correspondence. In two groups, each arranged alphabetically by name of company.



## Records of the Mechanical Building Equipment Price Branch

### Records of the Prefabricated Structures Section

#### PRICE ACTION FILE FOR THE PREFABRICATED NONDWELLING STRUCTURES INDUSTRY.

1944-46. 9 in.

116

Relates to the development and administration of Maximum Price Regulation 583. Included are memoranda and reports dealing with the proposed regulation, papers containing financial data gathered to provide background information on the industry, drafts of the proposed regulation, letters sent to regional offices embodying interpretations of the approved regulation, and correspondence and memoranda relating to the operations of the Prefabricated Farm Structures Industry Advisory Committee and to a proposed Industry Advisory Committee for the Prefabricated Metal Buildings Industry. The file is in two parts, the first relating to the production of prefabricated wooden structures and the second to the production of prefabricated metal structures.

#### CORRESPONDENCE WITH MEMBERS OF THE PREFABRICATED NONDWELLING STRUCTURES

INDUSTRY. 1943-46. 3 ft.

117

Consists of correspondence with producers of prefabricated materials and with fabricators and distributors of prefabricated nondwelling structures, relating to the administration of Maximum Price Regulations 246 and 583. Attached to the correspondence are related memoranda, cost reports, price lists, and photographs and blueprints of structures. The series is in three groups, each arranged alphabetically by name of company, as follows: (1) correspondence with companies that had discontinued production of the structures; (2) correspondence with members of the lumber branch of the prefabricated structures industry; and (3) correspondence with members of the metals branch of the prefabricated structures industry. A case study of the industry is filed in the second group under the heading "Foster's Report."

#### PRICE ACTION FILE FOR THE PREFABRICATED DWELLING STRUCTURES INDUSTRY.

1944-46. 10 in.

118

Relates to policies with regard to the pricing of the buildings and to proposed regulations for the industry. Included are drafts of the regulations; memoranda and correspondence relating to the market guarantee program of the Housing Expediter, surveys of the industry, compliance investigations, and the activities of the Industry Advisory Committee for Prefabricated Homes; and lists of producers, prefabricators, and contractors. Unarranged.

#### CORRESPONDENCE WITH MEMBERS OF THE PREFABRICATED DWELLING STRUCTURES

INDUSTRY. 1944-46. 4 ft.

119

Consists chiefly of correspondence with producers, distributors, and consumers of the buildings, relating to their requests for information on price matters and their submission of company data, but includes also general memoranda and reports on the administration of price control for the industry. Related memoranda, price catalogs, and form reports (OPA



Forms 693:101, 678:2474, and 663-2072) are attached to the correspondence. Arranged alphabetically by subject or name of company.

#### Records of the Heating Equipment Section

COMPANY CORRESPONDENCE. 1942-46. 15 ft. 120

Documents the relations of the OPA with producers and distributors of heating equipment and heating equipment parts. The correspondence is in two groups, each arranged alphabetically by name of company. The first group relates chiefly to stokers and oil burners and the second to other heating parts and equipment.

#### Records of the Plumbing Section

COMPANY CORRESPONDENCE. 1943-46. 27 ft. 121

Documents the relations of the OPA with producers and distributors of plumbing supplies and equipment. The correspondence is arranged alphabetically by name of company except for one linear inch, for the period Sept. 1940-Oct. 1942, which is at the end of the series.

#### Records of the Miscellaneous Products Section

COMPANY CORRESPONDENCE. 1942-46. 18 ft. 122

Documents the relations of the OPA with producers and distributors of casement windows, fencing brackets, chutes, pipe fittings, louvers, glass cloth, metal tile, awnings, locks, screens, and the like. The correspondence is in three groups, relating to (1) hardware, (2) commercial refrigeration equipment, and (3) home freezers. Within each group the correspondence is arranged alphabetically by name of company.

#### Records of the Economic Analysis Section

RECORDS CONTAINING ECONOMIC DATA. Nov. 1941-May 1946. 14 ft. 123

Consist chiefly of studies, petitions for amendments to regulations, tabulations, and other materials containing information on the business organization of the building materials industry and its productive processes, distributive methods, trade practices, volume of production, costs, sales, profits, transportation rates, and service charges. Also included are minutes of conferences with industry representatives and lists of iron boiler and radiator firms. In three groups as follows: (1) general records, arranged by commodity; (2) accounting reports, unarranged; and (3) economic studies, arranged alphabetically by name of commodity, including commodities assigned to the Building Materials Price Branch.

CORRESPONDENCE RELATING TO INDUSTRY ADVISORY COMMITTEES. 1943-46. 9 in. 124

Letters and interoffice memoranda relating to industry advisory committees representing cast-iron boiler and radiator, hot-water-supply boiler, automatic hot-water heater, stoker, repair and conversion parts,



oil burner, nonelectric control, compressor and condensor, commercial refrigerator, butt and hinge, padlock, lock and lock set, electric control, hardware, cast-iron enamelware, plumbing and drainage supply, cast-iron soil pipe, kitchen cabinet, freezer, formed metal, pipe fitting, and tank seal producers. Arranged by committee in the order mentioned; a list of industry members available as consultants to the OPA is at the end of the series.

#### Records of the Distribution and Construction Price Branch

GENERAL RECORDS OF THE BRANCH CHIEF. Aug. 1945-Jan. 1947. 1 ft. 125

Were maintained successively by Karl Mathiasen, Price Executive of the Building Materials Price Branch, Industrial Materials Price Division, and James E. Gorham and Joseph A. Kershaw, Price Executives of the Distribution and Construction Price Branch, Building and Construction Price Division. Their records include minutes of the Industrial Division's Policy Committee and the Building Material Coordinating Committee; progress reports of the Distribution and Construction Price Branch and building and construction divisions of field offices; and memoranda relating to the organization of the Building and Construction Price Division, policies with regard to the control of housing prices, decontrol suggestions, staff meetings, relations with other branches of the OPA, the Civilian Production Administration, and the National Housing Agency, and office procedures. Arranged alphabetically by subject except for a register of significant actions taken by building materials price specialists in field offices, which is at the end of the series.

READING FILE OF THE BRANCH CHIEF. Jan.-Nov. 1946. 5 in. 126

Copies of outgoing letters and memoranda relating to Branch policies, administrative matters, operations of area trade-cooperating committees, compliance investigations, and other matters of interest to the Branch. Arranged chronologically.

CORRESPONDENCE RELATING TO PRICE PROGRAMS. 1943-46. 1 ft. 127

Chiefly correspondence with regional offices, Members of Congress, and private companies, but including also interoffice memoranda, relating to the operations of the price control programs within the jurisdiction of the Branch and containing comments on the effect of decontrol on the price of building materials. Arranged in part chronologically (Oct. 1945-Nov. 1946) and in part by subject (1943-46).

#### Records of the Lumber Distribution Section

COPIES OF OUTGOING MEMORANDA. 1942-46. 3 in. 128

Relate to administrative and procedural matters and the administration of Maximum Price Regulation 215 and of regulations affecting the price of fir boards, theater seats, and salvage lumber. Arranged as follows: (1) intra-Branch memoranda; (2) memoranda sent to other divisions; (3) memoranda sent to Edward Welsh, Field Operations Officer; (4) memoranda sent to Peter A. Stone, Price Executive of the Lumber Price Branch; and (5)



memoranda prepared by Erwin Lotin, Chief Counsel of the Distribution and Construction Price Branch.

CORRESPONDENCE WITH REGIONAL OFFICES. 1943-46. 1 ft. 129

Memoranda and teletypes sent to or received from regional offices, relating mainly to the administration of price regulations, area pricing orders, and interpretations of regulations. Arranged by calendar year and thereunder alphabetically by name of city.

CORRESPONDENCE WITH PRIVATE INDUSTRY. 1943-46. 5 ft. 130

Correspondence with distributors and consumers of lumber, relating chiefly to price and supply problems. Arranged alphabetically by name of company.

RECORDS RELATING TO A COST AND MARKUP SURVEY OF LUMBER DEALERS. Mar. 1942-June 1943. 9 ft. 131

Consist of seven groups of papers relating to a survey conducted before formulating a regulation for wholesale and retail lumber, as follows: (1) letters received from lumber dealers who refused or were unable to complete the questionnaires distributed to the industry, arranged alphabetically by name of company; (2) letters similar to those in group 1 but which were sent to the national office from the Atlanta, Dallas, and Chicago regional offices, arranged by regional office; (3) correspondence relating to questionnaires that were not returned promptly, arranged alphabetically by State; (4) general records, including reports and tabulations relating to a 1942 survey of retail lumber prices, memoranda dealing with the proposed cost survey, and mailing lists, studies, and tabulations relating to the survey, arranged by type of material; (5) completed questionnaires (OPA Form 675-1) with related correspondence, arranged by area (North Atlantic, North Central, South, Great Plains, South Central, Mountain, California, and Northwest); (6) a summary of data appearing on OPA Form 675-483, arranged alphabetically by State; and (7) financial tabulations for the base period, 1936-39, unarranged.

RECORDS RELATING TO DISTRIBUTION-YARD SALES OF SOFTWOOD LUMBER. 1944-46. 5 ft. 132

Reports, studies, memoranda, and correspondence relating to proposed amendments to Maximum Price Regulation 215, retail margins in the lumber industry, financial operations of lumber distributors, meetings with industry representatives, protests submitted by lumber dealers, and applications for price adjustments. Arranged by subject or type of material.

RECORDS RELATING TO DISTRIBUTION-YARD SALES OF HARDWOOD LUMBER. 1943-46. 2 ft. 133

Include memoranda showing the development of Maximum Price Regulation 467, correspondence and memoranda relating to the activities of the Hardwood Distribution Yard Industry Advisory Committee, operating statements submitted by individual firms, and tabulation sheets (OPA Form 657-2219) containing cost data on individual firms. The tabulation sheets are arranged alphabetically by name of company; the remaining records, by subject.



RECORDS RELATING TO USED LUMBER. 1944-46. 9 in. 134

Include memoranda and correspondence dealing with a proposed price regulation for used lumber, correspondence relating to the administration of General Order 61 in regional offices, and a petition for exemption of used lumber from price control. Arranged by subject.

RECORDS RELATING TO RETAIL SALES OF MILLWORK, MOLDING, AND PLYWOOD.

1944-46. 10 in. 135

Minutes of staff meetings, orders, and memoranda relating to the administration of Maximum Price Regulation 525 and General Order 65. Arranged by subject.

APPLICATIONS FOR PERMISSION TO OPERATE LUMBER YARDS. 1944-46. 2 ft.

Letters from individuals who wished to operate lumber yards, containing descriptions of their proposed operations, submitted in accordance with section 23 of Second Revised Maximum Price Regulation 215. The series, which includes related correspondence and memoranda, is apparently a 5-percent sample of the original file. Arranged alphabetically by name of applicant. 136

#### Records of the Building Construction Section

DOCKETED CASE FILES. Sept. 1942-Jan. 1945. 1 ft. 137

Include orders, memoranda, and correspondence, relating to applications for price adjustments, petitions for amendments to Maximum Price Regulation 251, and protests against price actions by building contractors. Arranged chronologically by date of receipt of application, petition, or protest.

RECORDS RELATING TO SURVEYS. 1943-46. 3 ft. 138

Include studies of costs, wage rates, and prices of general plumbing and heating, painting and paperhanging, and plastering and lathing contractors in various metropolitan districts; form reports on individual companies prepared by field investigators; drafts of proposed survey questionnaires; letters and memoranda dealing with the legality of collecting data on building contractors; tabulations of Census Bureau data; and correspondence regarding meetings of the Plumbing and Heating Industry Advisory Committee. Arranged by name of city, type of contractor, or type of record.

#### Records of the Building Materials and Equipment Distribution Section

PRICE ACTION FILE FOR GENERAL ORDER 68. 1945-46. 4 ft. 139

This order, dated Sept. 11, 1945, authorized regional and district administrators to issue area pricing orders for distributors of building and construction materials. The records consist chiefly of reports on applications for adjustments, and memoranda and letters relating to plans for effectuating General Order 68, problems of the building materials industry in various areas, the choice of a base period for establishing the



current price of retailers, procedures of handling company and area price matters, and proposals for decontrolling some commodities. Also included are economic studies prepared to supply background data for individual pricing orders. Arranged in part by subject and in part by region number.

CORRESPONDENCE MAINTAINED BY THE SECTION HEAD. 1942-46. 3 ft. 140

This series was maintained by Homer T. Booth, Head of the Contracting Services Section, and his successor, Herbert F. Krane, Head of the Building Construction Section. The Section was elevated to branch status for a short period with Mr. Krane as Price Executive. The records consist of memoranda and correspondence with regional offices, Members of Congress, and private industry, relating mainly to interpretations of area orders, decontrol policies and procedures, industry surveys, pricing methods in the contracting industry, activities of the Industry Advisory Committee on Mineral Wool Insulation and the Reroofing Industry Advisory Committee, compliance problems, and applications for price adjustments. Related Certificates of Compliance, questionnaires, and price schedules are attached to the correspondence. Arranged alphabetically by subject.

#### RECORDS OF THE CONSUMER GOODS PRICE DIVISION

RECORDS OF THE DIVISION DIRECTOR (FILE NO. 1). 1941-46. 8 ft. 141

This series was apparently begun shortly after Reagen P. Connally became the first Director of the Division. His successors, Byers H. Gitchell, Jerome M. Ney, Samuel W. Levitties, and Eugene Messner, enlarged the series with records accumulated during their administrations. The records consist chiefly of correspondence, memoranda, reports, financial studies, and work papers, relating to the preparation of proposed regulations and the administration and operation of approved regulations. They are arranged in part by Branch, as follows: Houseware and Accessories, Appliance and Equipment, Apparel, Textile, Home Furnishings, Consumer Durable Goods, and Leather, Furs and Fibers. Material dealing with overall policies or containing general economic data is at the end of the series.

RECORDS OF THE DIVISION DIRECTOR (FILE NO. 2). 1944-46. 5 ft. 142

Are mainly for the period 1945-46. They include reports, correspondence, and memoranda reflecting the Director's formulation of policies, establishment of operating procedures, and supervision of his staff. The records are arranged as follows: (1) miscellaneous materials relating chiefly to reconversion problems; (2) reading file of outgoing (with some attached incoming) letters and memoranda; (3) incoming and outgoing letters and memoranda; (4) reports and memoranda dealing with plans for price actions; (5) administrative and procedural materials; (6) reports on enforcement and price adjustment actions; and (7) letters and memoranda relating to requests for price determinations for commodities not previously on the market. A partial list of folder titles is at the beginning of the series.

RECORDS OF SAMUEL W. LEVITTIES. 1943-46. 1 ft. 143

Mr. Levitties was successively Price Executive of the Manufactured



Goods Price Branch, Price Executive of the Apparel Price Branch, and Director of the Consumer Goods Price Division. His records are in three groups: (1) general correspondence of the Apparel Price Branch, arranged alphabetically by name of correspondent; (2) general correspondence of the Manufactured Goods Price Branch, arranged alphabetically by name of correspondent; and (3) correspondence, memoranda, copies of speeches, and other records reflecting the development of policies with regard to apparel, arranged by subject or type of material.

RECORDS OF G. GRIFFITH JOHNSON, ASSISTANT DIVISION DIRECTOR. 1945-46.

6 in.

144

Include minutes of meetings of the Consumer Durable Goods Compliance Committee and the Consumer Hard Goods Coordinating Committee, progress reports of the Durable Goods Accounting Branch of the Accounting Department, and memoranda and correspondence relating to divisional policies with regard to the pricing of durable goods. Arranged alphabetically by subject.

RECORDS OF BERNARD F. HALEY. 1942-43. 5 in.

145

Mr. Haley was Director of the Textile, Leather, and Apparel Division. His records consist chiefly of interoffice memoranda and general correspondence of the Division relating to various aspects of its operations, but include also minutes of the Price Policy Committee, administrative reports, and studies of the work clothing industry. Arranged by subject or name of staff member and thereunder chronologically.

MEMORANDA OF STEPHEN AILES, DIVISION COUNSEL. 1943-46. 10 in.

146

Chiefly memoranda prepared by or addressed to Mr. Ailes, relating to his supervision of Branch counsels; policies with regard to reconversion problems, the pricing of new goods, and restaurant and retail price programs; the sale of surplus commodities by Government agencies; and adjustable pricing practices. Also included are a history of the Division, minutes of staff meetings (Dec. 30, 1944, and Jan. 3, 1945), memoranda embodying interpretations of Executive Orders 9328 and 9651 and Maximum Price Regulation 580, correspondence with the Canadian Wartime Prices and Trade Board regarding consumer goods price regulations, a list of Division personnel, and progress reports submitted by Branch counsels. Arranged alphabetically by subject or name of writer.

GENERAL RECORDS OF THE LEGAL STAFF. 1941-43. 4 ft.

147

Mainly records of the Chief Counsel of the Consumer Durable Goods Branch, including minutes of staff meetings and a conference of importers of Swiss watches; correspondence with the United States Attorney General regarding the appointment of industry advisory committees; digests of interpretations of price regulations; memoranda on administrative and operational procedures, pricing practices in violation of antitrust legislation, credit restrictions, wage-price relationships, policies with regard to price adjustments for increases in taxation, and other related matters; and correspondence, memoranda, and reports dealing with compliance problems and requests for interpretations of regulations, price determinations, or price adjustments by producers, distributors, and/or consumers



of bedding, bicycles, articles manufactured by the blind, burial supplies, photographic supplies, feathers and down, ammunition, flashlight and hearing-aid batteries, fireplace grates, floor covering, furniture, hardware, optical goods, used appliances, musical instruments, women's accessories, radios, refrigerators, stoves, toys, typewriters, vacuum cleaners, and washing machines. Arranged alphabetically by subject.

OFFICE FILES OF GARDNER ACKLEY, DIVISION ECONOMIST. 1942-45. 4 ft. 148

Mr. Ackley was promoted on Nov. 16, 1944, from the position of economist in the Office of the Economic Adviser of the Price Department to the position of Division Economist. On Sept. 24, 1945, he became Price Executive of the Textile Price Branch, and on Nov. 2, 1946, Assistant Director of the Consumer Goods Price Division. His files, which contain some records of his predecessor, Leander B. Lovell, reflect his contributions toward the formulation of price policies with regard to textiles and wearing apparel and his supervision of economists within the Division. Included are correspondence, memoranda, and reports relating to the development of the maximum average price program, activities of the Interagency Textile Task Committee, cooperation between the OPA and the War Production Board on matters pertaining to apparel controls, proposals for apparel rationing, administrative and operational procedures, and personnel administration. Also included are studies and related tabulations prepared in connection with surveys of various branches of the textile industry. Arranged by subject.

OUTGOING CORRESPONDENCE OF THE DIVISION ECONOMISTS. 1943-45. 2 in. 149

Copies of letters and memoranda, chiefly letters prepared for the signatures of the OPA Administrator and the Division Director by Leander B. Lovell and Gardner Ackley. They were addressed to staff members, other Government agencies, Members of Congress, trade associations, labor unions, and private companies. The significant letters embody explanations of OPA policies with regard to the pricing of consumer goods. Arranged alphabetically by first letter of addressee's surname and thereunder chronologically.

OFFICE FILE OF BENJAMIN CAPLAN. 1942-46. 3 ft. 150

Mr. Caplan became Division Economist after Mr. Ackley became Price Executive (see entry 148). Earlier, Mr. Caplan had been a consumer goods specialist within the Research Division, and from June 1946 to Jan. 1947 he was Economic Adviser to the Deputy Administrator for Price. His file consists chiefly of memoranda, reports, and correspondence embodying appraisals of proposed and approved price regulations for the retail trade or containing statements of OPA policies with regard to controls over consumer goods and economic analyses of the textile and apparel industries. Arranged by subject, type of material, or name of staff member.

RECORDS OF ERIC W. LAWSON, ASSISTANT DIVISION ECONOMIST. 1946. 7 in. 151

Relate chiefly to pricing problems occasioned by the reconversion of manufacturers to the production of normal consumer durable goods, but also to general economic data and personnel information. Arranged alphabetically by subject or type of material.



RECORDS OF THE MILITARY PROCUREMENT LIAISON OFFICER. 1942-45. 1 ft.

152

These records were maintained by Herbert C. Morse, Military Procurement Liaison Officer of the Division, and include the papers of Arnold A. Saltzman, Head of the Military Procurement Section of the Textile, Leather, and Apparel Price Division, who had previously performed similar duties. They are grouped as follows with the arrangement thereunder as indicated: (1) interoffice memoranda and correspondence with apparel manufacturers relating to the operation of Maximum Price Regulation 157, which pertained to the sale and fabrication of textiles and apparel for military purposes, arranged alphabetically by name of staff member or company; (2) regional correspondence embodying interpretations of Price Schedule 7, Maximum Price Regulation 157, and Supplementary Order 92, arranged by region; and (3) miscellaneous records, unarranged, including memoranda and correspondence reflecting the development of OPA policies with regard to the pricing of military apparel, orders granting adjustments under Maximum Price Regulation 157, lists of contracts for military wearing apparel, copies of several contracts, and reference copies of War Production Board, War Department, and Navy Department issuances relating to the production of war goods.

RECORDS OF THE CHIEF OF THE PRIMARY PRODUCTS BRANCH. 1942-45. 3 ft.

153

These records, maintained successively by J. Holmes Daly, Harry G. Brainard, and Luther H. Hodges, are apparently the general files of the Primary Products Branch. They are grouped by type of material as follows: (1) memoranda reflecting the development of OPA policies with regard to textiles and finished goods, arranged alphabetically by commodity; (2) copies of letters sent to private companies in reply to requests for price determinations or interpretations of regulations, arranged alphabetically by name of company; (3) copies of letters sent to Members of Congress, embodying justifications for OPA policies with regard to textiles, arranged chronologically; (4) staff memoranda dealing with policies, procedures, and operational matters, arranged alphabetically by name of staff member; (5) copies of memoranda sent to regional price executives in reply to requests for interpretations of regulations, arranged by region number; and (6) miscellaneous materials, unarranged, including interoffice memoranda on price policies, economic reports on the rayon grey goods industry, circulars of the War Service Committee of the National Council of American Cotton Manufacturers (1918), tabulations of cost data for textile mills, and memoranda and correspondence pertaining to personnel administration.

RECORDS OF THE CHIEF OF THE CONSUMER DURABLE GOODS PRICE BRANCH. 1942-45. 3 ft.

154

Include minutes of staff meetings, agenda and exhibits for industry conferences, drafts of regulations, progress reports, memoranda, and industry survey reports and correspondence with regional offices and private individuals, maintained by Alfred Auerbach, Branch Chief, and his successor, Harvey C. Mansfield. The records document most of the activities of the Branch and include materials relating to policy determinations,



activities of the price panels and the Consumer Goods Compliance Committee, enforcement problems, training programs for personnel, production of "victory" models of consumer goods, and the effect on prices of transportation rate increases. Arranged in part alphabetically by subject or name of correspondent and in part by name of commodity or program.

CORRESPONDENCE OF THE CHIEF COUNSEL OF THE CONSUMER DURABLE GOODS SECTION.  
1945-46. 1 ft. 155

Letters from private individuals and memoranda from regional attorneys, with copies of replies thereto attached, requesting interpretations of regulations pertaining to commodities under the jurisdiction of the Consumer Durable Goods Section (formerly the Consumer Durable Goods Branch). The letters from private individuals are arranged alphabetically by name of correspondent (L to Z); the regional memoranda, alphabetically by name of city (Atlanta to San Francisco) in which the regional office was located.

RECORDS MAINTAINED BY HALLOCK P. SNELL. 1945-46. 2 ft. 156

Mr. Snell was Head of the Field Section of the Durable Goods Price Branch. His records, which include papers of John L. O'Connor, Field Relations Officer with the Consumer Goods Price Division (1945), relate to the responsibilities of field offices for controlling prices of consumer goods. They are grouped as follows: (1) correspondence with regional offices, arranged by region; (2) copies of outgoing letters and information materials sent to regional offices, arranged chronologically; (3) tabular reports on actions taken by regional offices, arranged chronologically; (4) minutes of committee meetings, memoranda, correspondence, and reports containing information on the development of price policies, arranged by subject or type of material; and (5) correspondence and memoranda relating to Maximum Price Regulations 188, 580, and 590, arranged by regulation.

RECORDS CONCERNING PRICE POLICIES. 1942-46. 4 ft. 157

Relate to the preparation of regulations and of subordinate price authorizations and include drafts of regulations, memoranda concerning their operations, and letters from private firms, with copies of replies attached, requesting price determinations. Part of the records are arranged by regulation (Supplementary Orders 108, 100, 104, 139, 116, 124, 160, and 168 and Maximum Price Regulations 172, 506, and 578) and part are arranged alphabetically by name of commodity.

PROTEST AND PETITION CASE FILES. 1942-46. 7 ft. 158

Relate to protests against the provisions of price regulations pertaining to consumer goods or to petitions for exceptions to, adjustments under, or amendments to, the regulations. A typical case file contains a copy of the formal protest or petition, the order and accompanying opinion denying or granting relief to the petitioner or protestant, and related correspondence. Most protest case files contain, in addition, a "Report and Recommendation of the Board of Review." The case files are arranged in two groups and thereunder alphabetically by name of protestant or petitioner. The first group consists of case files for the period 1942-43 only and includes only those files for petitioners or protestants whose surnames begin with the letters A through M.



RECORDS RELATING TO APPLICATIONS FOR PRICE ADJUSTMENT AND PRICE DETERMINATION. 1942-45. 5 ft. 159

Mainly case files dealing with applications for price adjustment or price determination. Each case file usually contains the application in the form of a letter or questionnaire, related memoranda, and a copy of the letter containing the OPA's price authorization that was sent to the applicant. The series also includes a number of protest case files similar to those described in entry 158 and completed questionnaires, correspondence, memoranda, and worksheets relating to a survey of marketing practices in the work glove industry. Arranged by industry (work glove, apparel, and hosiery) or regulation (Maximum Price Regulations 157, 172, 177, 178, 208, 210, 220, 221, 274, and 287 and Supplementary Regulation 14E).

HISTORICAL MATERIALS ON APPAREL PRICE CONTROL. 1942-47. 5 ft. 160

Consist of letters, memoranda, reports, studies, and statistical tabulations assembled by Wilfred Carsel in preparing his Wartime Apparel Price Control (General Publication No. 3, OPA, Historical Reports on War Administration). The records include the original source materials for the study and some notes that were apparently prepared by Mr. Carsel. Arranged by chapter of the completed study except for some unarranged material at the end of the series.

RECORDS CONTAINING DATA ON TEXTILE AND APPAREL INDUSTRIES. 1942-46. 2 ft. 161

Memoranda and tabulation sheets containing price, realization, margin, supply, and production data relating to the industries. The records pertaining to textile and apparel manufacturers are arranged by commodity (knitted outerwear, shirts and pajamas, hosiery, and the like); those pertaining to apparel distributors, textile converters, and dry goods distributors are arranged by commodity, type of data, or type of seller. Several folders of similar data on durable goods are at the end of the series.

RECORDS RELATING TO THE MAXIMUM AVERAGE PRICE PROGRAM FOR APPAREL. 1943-47. 2 ft. 162

Consist chiefly of tabulations of sales and price data gathered in connection with the operations of Supplementary Order 108, which limited manufacturers to the production of garments within the average price range of their normal operations. Also included are memoranda and correspondence relating to the formulation of the order. Unarranged.

POLICY RECORDS REGARDING PRICE CONTROLS ON WOOL. 1940-43. 4 in. 163

Memoranda, reports, and correspondence relating chiefly to the development of price policies with regard to wool during the national defense period. Significant among the records are studies of the effect on the consumer of wool purchases by the Armed Forces, and correspondence and memoranda relating to negotiations with Canada, England, and Australia for the importation of wool. Arranged by subject (Retailers Advisory Committee Wool Report, Wool Labeling, Tariff Commission, Wool Consumption and Requirements, and the like).



RECORDS RELATING TO SURVEYS OF THE COTTON TEXTILE FINISHING INDUSTRY.

1941-44. 2 ft.

164

Include memoranda and reports containing descriptions of the technical and financial operations of cotton converters and tabulations of data on the production and sales of cotton garments. Arranged alphabetically by name of company except for several folders of general material at the beginning of the series.

RECORDS CONTAINING FINANCIAL DATA FOR THE COTTON TEXTILE INDUSTRY.

1942-46. 2 ft.

165

Chiefly studies, memoranda, and tabulation sheets containing cost, realization, production, and price data for individual companies in the cotton textile industry and for the industry as a whole. Also included are memoranda relating to OPA policies with regard to regulation of the industry. Unarranged.

FORM REPORTS RELATING TO FINISHED GOODS. Apr. 1944. 1 ft.

166

These forms were completed by OPA investigators during a survey in connection with Maximum Price Regulation 127. Form 666-915B contains technical and cost data on cotton converters and has attached to it the related Form 666-915A, which contains information on the use of the fabric by the manufacturer of the finished garment. A sample of the fabric received from the converter is stapled to the form. Arranged alphabetically by type of fabric (broadcloth, chambray, gingham, lawn, miscellaneous cottons, oxford pique, poplin, print cloth, seersucker, and twill).

STUDIES OF THE HOSIERY INDUSTRY. 1943. 4 in.

167

Economic and financial studies of hosiery manufacturing, wholesaling, and retailing, together with several studies analyzing proposed regulations for the industry. Unarranged.

CORRESPONDENCE WITH SALVAGE COMPANIES. 1942-43. 5 in.

168

Relates to requests by the companies for price determinations for secondhand goods. Arranged alphabetically by name of company.

Records of the Apparel Price Branch

Records of the Knitwear and Hosiery Section

PRICE ACTION FILE. 1941-46. 3 ft.

169

This file documents the history of formulating the maximum price regulations and the supplementary orders to the General Maximum Price Regulation that pertain to hosiery and knit outerwear and underwear. Records relating to each regulation include some or all of the following: memoranda showing the development of policies with regard to the commodity, economic studies of the industry, letters revealing the reaction of industry to the proposed price action, and drafts of the proposed regulation and a copy of the approved regulation. Arranged by regulation or order number.



RECORDS RELATING TO SURVEYS. 1943-46. 2 ft. 170

Consist chiefly of tabulations of cost and realization data on the hosiery, outerwear, and underwear industries; reports embodying summaries of the data; and memoranda and correspondence relating to the mechanics of the surveys. Arranged by name of industry.

RECORDS RELATING TO KNITWEAR SUPPLIES. 1942-46. 1 ft. 171

Letters, memoranda, procurement contracts, and tabulations, relating chiefly to the relationship of military and civilian requirements for knitwear to the available supplies. Arranged by subject or type of material.

DOCKETED CASE FILES. 1942-46. 6 ft. 172

Relate to requests for price determinations, applications for price adjustments, protests against price orders, and petitions for amendments to regulations filed by individual companies under the General Maximum Price Regulation, Supplementary Orders 99 and 149, and Maximum Price Regulations 221 and 339. Each case file usually includes correspondence between the company and the OPA, cost schedules compiled by the company, and related interoffice memoranda. Arranged in two groups, those for 1942-44 and those for 1944-46, and thereunder alphabetically by name of company.

PRICE FILINGS AND APPLICATIONS FOR PRICE ADJUSTMENTS. Dec. 1945-Nov. 1946. 1 ft. 173

Letters received by the OPA that contain cost and price data supplied in accordance with the price filing and price adjustment provisions of Supplementary Orders 139 and 154 and Maximum Price Regulation 602, with copies of replies thereto attached. Arranged by regulation and thereunder alphabetically by name of company.

APPLICATIONS FOR PRICE DETERMINATIONS. Feb.-Nov. 1946. 5 in. 174

This series is a 10-percent sample of letters requesting price determinations, with copies of replies and related memoranda attached, sent to the OPA in accordance with section 1499.3(b)2 of the General Maximum Price Regulation. Arranged alphabetically by name of company (A-M).

PRICE FILINGS UNDER REVISED SUPPLEMENTARY ORDER 154. May-Aug. 1946. 2 ft. 175

Letters received by the OPA from hosiery and underwear manufacturers, with some copies of OPA replies attached, containing data on unadjusted prices, wages, and adjusted prices to cover wage increases. Arranged by region and thereunder alphabetically by name of company.

REPORTING FORMS FILED BY KNIT UNDERWEAR MANUFACTURERS. Dec. 1942. 2 ft. 176

Completed copies of OPA Form 572:1, which were filed in accordance with Maximum Price Regulation 221, together with related correspondence. The forms contain cost, sales, and specifications data for each style of underwear produced by the manufacturer. Arranged alphabetically by name of company.



CORRESPONDENCE RELATING TO THE REGISTRATION OF HOSIERY WHOLESALERS.

1945-46. 8 in.

177

Registration of hosiery wholesalers was provided for in section 2(b) of Maximum Price Regulation 602. Correspondence with wholesalers who were denied registration is arranged alphabetically by name of wholesaler; that with wholesalers whose registration was approved is arranged in part by name of wholesaler and in part by registration number; and that with wholesalers for whom limited registration was approved is arranged by letter order number.

REPORTS ON HOSIERY SALES. 1944-46. 2 ft.

178

Chiefly letters sent to the OPA by hosiery manufacturers in accordance with Second Revised Maximum Price Regulation 339 and Maximum Price Regulation 602. They contain information on the volume of hosiery delivered to wholesalers and on expenditures for advertising. Some tabulations of the sales data as well as form reports on the production of women's full-fashioned nylon hosiery are at the beginning of the series. The letters are arranged alphabetically by name of manufacturing company.

INCOMING MEMORANDA. Jan. 1945-Oct. 1946. 2 in.

179

Relate chiefly to administrative matters but include also instructions to the Section Head from his superior regarding price policies. Arranged chronologically.

COPIES OF OUTGOING MEMORANDA. Feb. 1945-Nov. 1946. 3 in.

180

These memoranda, addressed to staff officers at branch and division levels, contain explanations of significant actions taken by the Section. Arranged chronologically.

MISCELLANEOUS COMPANY CORRESPONDENCE. 1945-46. 1 ft.

181

Relates to the operation of Supplementary Orders 108, 137, 149, and 154, the General Maximum Price Regulation, and Maximum Price Regulation 221. Arranged by regulation and thereunder chronologically except for copies of outgoing telegrams and a register of congressional mail, which are at the beginning of the series.

Records of the Men's Clothing Section

GENERAL CORRESPONDENCE. 1945-46. 2 ft.

182

Relates chiefly to requests for information about regulations and for assistance in establishing prices. The correspondence is in three groups. The first group is arranged by regulation; the second, which relates to matters referred to regional offices, is arranged by region; and the third is arranged alphabetically by subject or name of correspondent.

RECORDS RELATING TO SURVEYS. 1942-46. 3 ft.

183

The surveys were conducted to study the operations of Maximum Price Regulations 177, 332, 605, and 607. The records include the work papers and correspondence relating to the surveys and copies of the summary studies, which contain general economic and detailed financial data



pertaining to clothing retailers in the South, retailers of military officers' uniforms, manufacturers and distributors of ready-made clothing, dress-shirt manufacturers, and manufacturers and distributors of shirts, shorts, and pajamas. Records relating to the preparation of the regulations are also included. Unarranged.

DOCKETED CASE FILES. 1942-44. 1 ft.

Relate to the General Maximum Price Regulation, the Maximum Import Price Regulation, and Maximum Price Regulations 153, 157, and 177. The case files are similar to those described in entry 172. Arranged alphabetically by name of company. 184

REPORTS ON THE MEN'S CLOTHING INDUSTRY. Oct. 1942-Apr. 1943. 10 ft.

These copies of OPA Form 1177, completed by manufacturers and distributors of men's and boys' tailored clothing, contain information on the raw materials used in the manufacture of the garments, the construction of the garments, and the methods used in determining their prices. Arranged alphabetically by name of company. 185

APPLICATIONS FOR PRICE DETERMINATIONS. 1943-46. 4 ft.

Letters received by the OPA requesting price determinations under Maximum Price Regulation 177, together with copies of replies and related work papers. Arranged alphabetically by name of company. 186

REQUESTS FOR PRICE APPROVAL UNDER MAXIMUM PRICE REGULATION 220. 1945-46. 7 in.

Letters received by the OPA from manufacturers of rubber apparel (suspenders, raincoats, bathing trunks, and the like) requesting approval for their listed prices, together with copies of letters sent in reply. The letters received contain supporting cost data. Arranged alphabetically by name of company. 187

REQUESTS FOR PRICE APPROVAL UNDER MAXIMUM PRICE REGULATION 332. 1943-45. 5 in.

Letters from shirt manufacturers requesting approval for listed prices, together with copies of letters sent in reply. The letters received contain supporting cost data. Arranged alphabetically by name of company, A-H only. 188

APPLICATIONS FOR APPROVAL OF DIVISION FACTORS. Jan.-Oct. 1946. 7 ft.

This series is a 10-percent sample of letters received from manufacturers of shirts, shorts, and pajamas (governed by Maximum Price Regulation 605) and tailored clothing (governed by Maximum Price Regulation 607), containing applications for approval of division factors (the percentage of each garment's selling price that represents its direct cost), together with copies of letters sent in reply. Arranged by regulation and thereunder alphabetically by name of company. 189



REPORTS SUBMITTED IN ACCORDANCE WITH MAXIMUM PRICE REGULATION 607.

Mar.-Apr. 1946. 1 ft.

190

These reports, submitted by manufacturers of men's and boys' tailored clothing, contain data on costs of goods sold, prices, sales, division factors, and types of outlets. Related OPA memoranda and tabulations are filed with the reports. Most of the data were summarized in A Survey of Men's and Boys' Tailored Clothing Manufacturers and Men's and Boys' Retail Clothing Stores (No. 22 of the OPA Economic Data Series). The reports are arranged in part by district and in part (apparently those from small manufacturers) by region.

Records of the Work Clothing Section

GENERAL RECORDS. 1942-46. 1 ft.

191

Include work materials dealing with the preparation of regulations, minutes of a meeting of the Informal War Clothing Group, memoranda relating to operating procedures, studies and tabulations containing economic data on the work clothing industry, and correspondence with members of the industry relating to its regulation. Unarranged.

PRICE ACTION FILE. 1942-46. 6 ft.

192

Documents the formulation and operation of Maximum Price Regulations 438, 208, 304, 572, 506, and 385 and several regulations dealing with felt hats. Records concerning each regulation include some or all of the following materials: industry studies prepared before the regulation was approved, minutes of meetings and memoranda reflecting consideration of the regulation by an industry advisory committee, and studies prepared during surveys of the operation of the regulation. Arranged by regulation in the order mentioned.

DOCKETED CASE FILES. 1942-46. 7 ft.

193

This series, which is a 10-percent sample, is similar to that described in entry 172. The case files are in three groups, as follows: (1) files relating to Maximum Price Regulation 208; (2) files relating to all regulations controlling work clothing, but chiefly to the General Maximum Price Regulation and Supplementary Order 133; and (3) files relating to Maximum Price Regulations 302 and 506. Within each group the case files are arranged alphabetically by name of company.

PETITIONS AND PROTESTS BY WORK GLOVE MANUFACTURERS. 1943-44. 1 ft.

194

This series is a 10-percent sample of petitions for amendment and the protests against price actions, with related material, that were filed under the General Maximum Price Regulation and Maximum Price Regulation 506. For each company there are usually correspondence between the company and the OPA, cost schedules submitted by the company, and related memoranda. Arranged alphabetically by name of company.

REPORTING FORMS FOR THE WORK CLOTHING INDUSTRY. Nov. 1942-Apr. 1943.  
2 ft.

195

Completed copies of OPA Forms 308:1 and 308:2, which were filed by



manufacturers and wholesalers of work clothing in accordance with Maximum Price Regulation 208. They contain information on the construction of the garments and their prices. Arranged alphabetically by name of company.

PRICE REPORTS SUBMITTED IN ACCORDANCE WITH SUPPLEMENTARY REGULATION 14E.  
Sept.-Oct. 1946. 9 in. 196

These cost-price reports were submitted by manufacturers of work clothing in accordance with the price adjustment provision of the regulation. With the reports are copies of OPA letters approving or rejecting the stated prices and related memoranda. Arranged alphabetically by name of company.

APPLICATIONS FOR PRICE DETERMINATIONS. 1944-46. 3 ft. 197  
This series of applications filed under Section 3b2 of the General Maximum Price Regulation is similar to that described in entry 186. Arranged alphabetically by name of company.

APPLICATIONS FOR APPROVAL OF DIVISION FACTORS. 1945-46. 1 ft. 198  
These applications, a 10-percent sample, were received from manufacturers of products governed by Maximum Price Regulation 572. They are similar to those described in entry 189. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE RELATING TO MAXIMUM PRICE REGULATION 208. 1943-46. 9 ft. 199  
Consists chiefly of cost and price reports submitted to the OPA in accordance with the regulation, but includes also requests for information about the regulation. Copies of letters sent in reply are attached to the letters received. Arranged alphabetically by name of company.

REGIONAL CORRESPONDENCE. 1945-46. 3 in. 200  
Relates mainly to interpretations of regulations and to relations of the regional offices with individual companies. Arranged by region number.

MISCELLANEOUS COMPANY CORRESPONDENCE. 1945-46. 7 in. 201  
Relates chiefly to requests for information about regulations. Arranged alphabetically by name of company except for a folder of correspondence with wholesalers, which is at the end of the series.

#### Records of the Women's Accessories Section

RECORDS CONTAINING ECONOMIC DATA. 1943-46. 2 ft. 202  
Consist chiefly of letters, memoranda, studies, reporting forms, and tabulations containing economic data about various branches of the women's accessories industry (millinery, underwear, handbags, and the like). Included also are records dealing with the preparation of price regulations (price action files). Arranged by commodity.



RECORDS RELATING TO A SURVEY OF MANUFACTURERS OF WOMEN'S UNDERWEAR AND NIGHTWEAR. July 1943-Mar. 1944. 2 ft. 203

The survey was conducted to determine whether a rollback of prices would be justified. The records include the prospectus for the survey, completed copies of OPA Form 647-319 that were returned by the manufacturers, and tabulated summaries of the data collected (showing chiefly the relationship of the cost multiplier to the price line). The forms, which contain cost data on each item manufactured, are arranged alphabetically by name of company; the other material is at the end of the series.

PRICE REPORTS SUBMITTED IN ACCORDANCE WITH MAXIMUM PRICE REGULATION 220. 1944-46. 9 ft. 204

This series is a 5-percent sample of cost-price reports submitted to the OPA by manufacturers and distributors of corsets, brassieres, girdles, and other garments containing rubber products, in accordance with three of the four methods for establishing prices under the regulation. With many of the reports are copies of OPA letters of approval or rejection of the stated prices and related memoranda. The records are in four groups as follows: (1) reports relating to the second and third pricing methods; (2) reports relating to the fourth pricing method; (3) miscellaneous reports relating to the second, third, and fourth methods; and (4) reports relating only to the third method. Within each group the records are arranged alphabetically by name of company.

APPLICATIONS FOR PRICE DETERMINATIONS. 1945-46. 1 ft. 205

This series of applications, filed under Section 3b2 of the General Maximum Price Regulation, is a 5-percent sample of applications similar to those described in entry 186. Arranged alphabetically by name of company.

OUTGOING MEMORANDA. 1943-46. 4 in. 206

Copies of memoranda, including some reference copies of memoranda prepared by Division officials, relating chiefly to problems concerning the control of prices in the apparel industry and to surveys of the industry. Arranged alphabetically by name of addressee except for a group of memoranda prepared for the files and some interoffice memoranda, unarranged, which are at the beginning of the series.

REGIONAL CORRESPONDENCE. 1943-46. 2 in. 207

This series is similar in content and arrangement to that described in entry 200.

MISCELLANEOUS COMPANY CORRESPONDENCE. 1945-46. 10 in. 208

Chiefly requests for information about regulations affecting the sale of undergarments and accessories, together with copies of replies prepared by the Section. Arranged alphabetically by name of company.

#### Records of the Women's Outerwear Section

GENERAL RECORDS. 1942-46. 5 in. 209

Include notes reflecting the development of price policies; weekly



progress reports of the Section; memoranda dealing with conferences between the OPA and industry members or with procedures for conducting industry surveys; correspondence with regional offices and members of the women's and children's apparel industry, containing comments on pricing problems and economic conditions in the industry; and lists of manufacturers in the industry. Arranged alphabetically by subject or type of material.

PRICE ACTION FILE. 1942-45. 5 ft. 210

This series relates to Maximum Price Regulations 153, 178, 330, 578, 547, 142, and 287, and is similar in content to that described in entry 192. Arranged by regulation in the order mentioned except for several folders of miscellaneous records relating to women's snowsuits and work clothing and to infants' wear, which are at the beginning of the series.

RECORDS CONTAINING ECONOMIC DATA. 1943-46. 1 ft. 211

Include memoranda, studies, form reports, correspondence with members of the women's and children's outerwear industry, copies of wage agreements between manufacturers and unions, and tabulation sheets. Most of the records contain data on costs and prices in the industry, but there are some significant studies of general economic conditions. Unarranged.

FORM REPORTS ON MANUFACTURING COSTS. Sept. 1942-Jan. 1943. 2 ft. 212

Completed copies of OPA Form A, Statement of Manufacturing Costs: Women's, Girls' and Children's Garments. Each report contains the name of the industry, the association of which the manufacturer was a member, a list of garments produced, the location of the manufacturer's plants, data on the price lines manufactured, the percentage of markup of prices over costs, the terms of sale, and the volume of sales for 1941. Arranged by State.

DOCKETED CASE FILES. 1942-46. 2 ft. 213

Relate to Maximum Price Regulations 153, 172, 287, and 578. They are similar to the case files described in entry 172. Arranged alphabetically by name of company.

PRICING CHARTS. 1942-46. 2 ft. 214

Were submitted by manufacturers of women's and children's outerwear. They include information on price lines produced, terms of sale, average margin, maximum allowable margin, and minimum allowable costs, as well as the name of the industry association to which the manufacturer belonged. Arranged by region and thereunder alphabetically by name of company.

PRICE REPORTS SUBMITTED IN ACCORDANCE WITH MAXIMUM PRICE REGULATION 220. 1945-46. 3 ft. 215

This series, relating to waterproof garments, is similar to that described in entry 204 except that it has apparently not been sampled. Arranged according to pricing method and thereunder alphabetically by name of company.



APPLICATIONS FOR PRICE DETERMINATIONS. 1944-46. 2 ft. 216

This series of applications filed under Section 3b2 of the General Maximum Price Regulation is similar to that described in entry 186. Arranged alphabetically by name of company.

Records of the Appliance and Equipment Price Branch

Records of the Price Executive

MEMORANDA RELATING TO POLICIES AND PROCEDURES. 1942-46. 2 ft. 217

Chiefly memoranda, with manuscript notes apparently prepared by the Price Executive, relating to price policies, administrative and operational procedures, and personnel administration. Interfiled with the memoranda are a chronology of price actions taken by the Branch; reference copies of correspondence with individual firms, containing significant information on price policies; workload and progress reports; a bibliography of industry directories; and lists of commodities assigned to the Branch. Arranged alphabetically by subject.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1942-46. 8 in. 218

Consist chiefly of summaries of meetings, memoranda, and correspondence, containing information on the deliberations of industry advisory committees with regard to proposed regulations to fix prices of stoves, vacuum cleaners, laundry equipment, coin-operated machines, refrigerators, sewing machines, and electric ranges. Arranged by commodity in the order mentioned.

RECORDS RELATING TO THE SURGICAL, DENTAL, OPTICAL, AND FUNERAL UNIT.

1942-44. 2 ft.

These records, originally maintained by Edward R. Berkeley, Head of the Surgical, Dental, Optical, and Funeral Unit of the Consumer Durable Goods Price Branch, were apparently inherited by the Price Executive of the Appliance and Equipment Price Branch. They are in four groups, as follows: (1) memoranda and correspondence dealing with optical and surgical goods; (2) correspondence with funeral directors and casket manufacturers relating to the pricing of funeral supplies; (3) correspondence with regional offices regarding the operations of regulations controlling the sale of funeral supplies; and (4) general correspondence containing comments on the wartime control of the funeral supply industry. Within each group the records are unarranged. 219

REGIONAL CORRESPONDENCE. 1942-46. 1 ft. 220

Relates chiefly to price determination and price adjustment problems that were handled by field offices and referred to the national office. Attached to some of the incoming memoranda are copies of the related letters sent to the field offices by the petitioners. Arranged by region number and thereunder chronologically.

Records of the Economic Analysis Section

RECORDS CONTAINING ECONOMIC DATA. 1942-46. 17 ft. 221

Memoranda, correspondence, reports, studies, and tabulations containing



cost, price, production, sales, realization, and other economic data pertaining to many of the commodities under the jurisdiction of the Branch. Included also are reports prepared in the course of formulating price regulations, together with policy memoranda and drafts of regulations. Arranged alphabetically by commodity classification (funeral supplies, laundry equipment, office furniture, optical goods, and the like) except for some records relating to individual firms, which are at the end of the series.

#### Records of the Electrical Appliance Section

COMPANY CORRESPONDENCE. 1944-46. 7 ft. 222

This series is a sample of correspondence relating to requests for information and price determinations. Some of the letters contain data on business practices and financial operations. Arranged alphabetically by name of commodity and thereunder in individual folders for each company. The folders are in two groups, one a small sample of folders for representative firms and the other a random sample (20 percent or more, depending on the number of firms in the industry).

#### Records of the Business Machines, Equipment, and Supplies Section

DOCKETED CASE FILES RELATING TO PRICE ADJUSTMENT. 1942-46. 6 ft. 223

This series is a 20-percent sample of docketed case files relating to applications for price adjustments. Most of the applications were submitted by reconverters under authority of Supplementary Order 119. A typical file includes the application (letter or application form), company cost schedules and price catalogs, a memorandum summarizing and evaluating the application, a copy of the order rejecting or granting the adjustment, and related correspondence and work papers. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1942-46. 13 ft. 224

This series is similar in content and arrangement to that described in entry 222.

#### Records of the Stove Section

DOCKETED CASE FILES RELATING TO PRICE ADJUSTMENT. 1942-46. 3 ft. 225

This series is similar in content and arrangement to that described in entry 223.

PRICE DETERMINATION CASE FILES. 1942-46. 20 ft. 226

This series is a 20-percent sample of case files relating to requests by stove manufacturers for approval of their prices. They include, in addition to the letter or form request, copies of price catalogs, cost schedules, the OPA letter or order fixing the stove prices, and related memoranda and work papers. The case files are arranged in two groups and thereunder alphabetically by name of company. The second group consists chiefly of work papers but includes some of the other materials.



COMPANY CORRESPONDENCE. 1942-46. 1 ft.

227

This series is similar to that described in entry 222. The correspondence is in two groups, one consisting of a 20-percent random sample and the second of correspondence with companies deemed to be representative of the stove manufacturing industry. Within each group the correspondence is arranged alphabetically by name of company.

Records of the Distribution Price Branch

RECORDS OF THE PRICE EXECUTIVE. 1942-46. 5 ft.

228

These records, apparently a central file for the Branch, were maintained by Dale L. Smith, Price Executive, and his successors, Edward List, Jules J. Paglin, James P. Oliver, and Mark Model. They are in four groups, as follows: (1) general records, including memoranda containing information on price policies and administrative and operational matters, price action sheets (OPA Form 611-705), progress reports, and copies of form letters, unarranged; (2) correspondence relating to requests for information on price policies and for price determinations, arranged alphabetically by name of correspondent; (3) correspondence with regional offices relating to interpretations of regulations or to their consideration of pricing problems of individual companies, arranged by region number; and (4) correspondence and memoranda relating to chain store problems, arranged alphabetically by name of company.

RECORDS OF BERNARD A. GOODKIND, CHIEF COUNSEL. 1942-46. 6 ft.

229

Consist chiefly of memoranda and correspondence dealing with price actions considered by the Branch. They include reports on the organization and functions of several Price Department units, memoranda relating to the development of price policies or procedures, drafts of regulations, copies of price orders issued under the regulations, protest and petition case files, and regional correspondence relating to price operations. Inter-filed in the series are records (1942-44) formerly maintained by Lawrence Black, Chief Counsel of the Review and Adjustment Branch of the Retail and Services Division, and I. S. Weisbrodt, Chief Counsel of the Apparel Branch. The records are arranged in part by subject or regulation; most of the regional correspondence is at the end of the series.

Records of the Hard Lines and Home Furnishings Section and the Textiles, Leather, and Apparel Section

RECORDS CONCERNING PROPOSED AND APPROVED REGULATIONS. 1942-46. 10 ft.

230

This series combines price-action files with records containing economic data on the distribution of consumer goods. It includes drafts of proposed regulations, copies of trade publications, operating instructions, and numerous special studies dealing with the wholesale and retail economy. The studies relate to the effectiveness of the "highest price line limitation" program, compliance problems, the ability of distributors to absorb increased costs, personnel problems in the retail industry, the effect of the General Maximum Price Regulation on small independent retailers, the



reaction of retailers to price control, and markups in the distribution of many hard-line and soft-line consumer goods. Arranged by major topic (General Maximum Price Regulation, retail regulation, Maximum Price Regulation 330, cost absorption, commodities--hard lines, soft-line commodity file, sellers--retail, wholesalers, miscellaneous, hard-line surveys, soft-line surveys, and tabulations of surveys) and thereunder by lesser subject.

RECORDS RELATING TO SURVEYS OF THE RETAIL TRADE. 1942-46. 3 ft. 231

Chiefly manuscript and typed tabulation sheets containing price and margin data obtained during surveys of the trade, but including also memoranda and reports of the survey procedures, and charts and graphs summarizing the data. The tabulations contain information on the average category markup for each cost line; frequency distribution of the cost-line markups; retail margins in relation to kind of store, size of city, and location within the city; and detailed information on the retailing of numerous commodities. Arranged by subject or type of data.

SURVEY QUESTIONNAIRES SUBMITTED BY THE CLOTHING INDUSTRY. 1942. 3 ft. 232

Relate to three surveys conducted to supply data useful in the preparation of retail regulations. The series consists chiefly of cost and price questionnaires completed by the three groups surveyed: manufacturers and distributors of work clothing, manufacturers and distributors of men's and boys' shirts, shorts, and pajamas, and manufacturers of dresses. The records dealing with the work clothing survey include, in addition, related work papers of the OPA staff. Arranged by survey in the order mentioned.

QUESTIONNAIRES COMPLETED BY APPAREL AND TEXTILE RETAILERS. Nov. 1942. 16 ft. 233

These questionnaires, prepared by the OPA in cooperation with the Bureau of Labor Statistics, were returned by the retailers directly to the Bureau for tabulation. OPA-BLS Forms 1429, 1430, 1431, and 1432 contain descriptions of the commodities sold and their costs, prices, and discounts in March and September of 1941 and 1942. OPA-BLS Form 1433 contains information on the type and organization of the retail store, its location (central or outlying shopping district), its net sales for 1941, and its type of sales (cash or installment). The questionnaires are in two groups, as follows: (1) copies of Form 1433, arranged alphabetically by name of city, and (2) copies of the other forms, arranged by region number and thereunder by type of store.

MISCELLANEOUS REPORTING AND SURVEY FORMS. 1943-45. 6 in. 234

Include form reports on retail prices of men's and boys' tailored clothing in southern stores; completed copies of OPA Form 646:EOS, Survey of Price Maintained Lines of Apparel, Textiles, and Related Commodities; copies of OPA Form 666-915C, Price and Cost Survey of Piece Goods Under Maximum Price Regulation 127; copies of OPA Form 647-367, Survey of Retail Margins of Officers' Wool Uniforms; and pricing charts submitted by the Walgreen Drug Co. Arranged in the order mentioned.



## Records of the Central Pricing Section

PRICE FILINGS UNDER MAXIMUM PRICE REGULATION 330. 1944-46. 2 ft. 235

This series is a 5-percent sample of pricing charts submitted to the OPA in accordance with Maximum Price Regulation 330, which related to wholesalers and retailers of wearing apparel. The charts contain data on the type of garment and its cost, terms of sale, selling price, and percentage markup. Related correspondence is filed with the charts. Arranged alphabetically by name of company except for some unarranged charts, which are at the end of the series.

PRICE FILINGS UNDER MAXIMUM PRICE REGULATION 580. 1945-46. 30 ft. 236

This series is a 5-percent sample of pricing charts submitted to the OPA in accordance with Maximum Price Regulation 580, which related to retailers of certain types of wearing apparel and home furnishings. Each chart gives the total retail sales for 1944, a description of the item, its cost per unit, its selling price, the percentage markup, and supporting invoice data. Related correspondence is filed with the charts. They are arranged in six groups, as follows: (1) general filings; (2) filings by mail-order houses; (3) filings by chain stores; (4) filings by selected large department stores; (5) filings by selected small department stores; and (6) filings by chain stores using a uniform pricing system. Within each group the charts are arranged alphabetically by name of company. A large collection of pricing charts submitted by Montgomery Ward & Co. is at the end of the series.

PRICE FILINGS UNDER MAXIMUM PRICE REGULATION 590. 1945-46. 20 ft. 237

This series is a 5-percent sample of pricing charts and markup applications filed with the OPA by furniture wholesalers in accordance with the regulation. The charts contain a description of the article, the prices charged to various categories of purchasers, and information on the bases for establishing the prices. The markup applications are on OPA questionnaires, Forms 663-2270, 663-2271, and 663-2272, filed in accordance with sections 6, 8, or 12 of the regulation. They contain information on distributive channels for furniture as well as price and markup data. OPA price orders are filed with the charts and forms. Arranged alphabetically by name of company.

PRICE APPLICATIONS FOR BRAND-NAME ARTICLES. 1945-46. 12 ft. 238

This series is a 5-percent sample of applications, with related correspondence, submitted by retailers for approval of their prices for brand-name commodities in accordance with section 13 of Maximum Price Regulation 580. Attached to some of the applications are related price lists and advertisements. Arranged alphabetically by name of company.

DOCKETED CASE FILES RELATING TO APPLICATIONS FOR UNIFORM PRICING ORDERS.

1942-46. 20 ft. 239

This series is a 5-percent sample of case files relating to price applications, with related orders and memoranda, submitted in accordance with Amendment 12 or Supplementary Order 13 to the General Maximum Price Regulation. The applications include extensive price lists. Arranged alphabetically by name of company making application, with a group of incomplete files (those lacking an indication of final action) at the end of the series.



RECORDS RELATING TO APPLICATIONS FOR PRICE DETERMINATIONS. 1944-46.

3 ft.

240

This series is in eight groups, as follows: (1) case files relating to applications for price determinations (OPA Form 6064-2670) submitted by shoe manufacturers under Supplementary Order 162; (2) correspondence relating to applications submitted by distributors of durable goods under Supplementary Order 158; (3) case files relating to applications (OPA Form 620-760) submitted by shoe manufacturers under section 1499.3(b)1 of the General Maximum Price Regulation; (4) case files relating to applications (OPA Forms 6064-2670 and 620-760) submitted by shoe manufacturers under section 1499.3(b)2 of the General Price Regulation; (5) case files relating to applications by distributors of soft and hard goods under section 1499.3(c) of the General Maximum Price Regulation; (6) correspondence relating to applications by distributors of hard and soft goods under Supplementary Order 145; (7) correspondence relating to applications by multi-line distributors under Maximum Price Regulation 580; and (8) copies of miscellaneous price reports submitted under the General Maximum Price Regulation and Maximum Price Regulation 225.

APPLICATIONS FOR SERVICE CHARGES. 1945-46. 9 in.

241

This series is a 5-percent sample of applications, with copies of acknowledgment letters, by chain stores to permit a markup for service charges to their retail outlets to cover costs of transportation, warehousing, packaging, and the like. They were submitted in accordance with General Retail Order 1 under Maximum Price Regulation 580. Arranged alphabetically by name of company.

Records of the Home Furnishings Price Branch

RECORDS MAINTAINED BY THE ECONOMIC DATA ANALYSIS SECTION. 1941-46.

15 ft.

242

These records, with the exception of tabulations and reports prepared by the Economic Data Analysis Section and reference materials obtained from other Government agencies, were acquired from the Bedding Section, the Furniture Section, and the Wheel Goods, Floor Coverings, and Toys Section for the preparation of analytical reports that were submitted during consideration of price actions within the Home Furnishings Branch. They consist chiefly of studies, reports, memoranda, correspondence, lists, graphs, charts, and maps containing production, cost, price, sales, and realization data and information on the location of establishments, technology, and distributive channels in various home furnishings industries. Also included are memoranda dealing with Branch procedures and administrative matters. The records are arranged by operating section, thereunder by name of commodity or industry, and thereunder by subject or type of material.

CASE FILES MAINTAINED BY THE BEDDING SECTION. 1942-46. 14 ft.

243

This series consists of sample case files documenting the OPA's relations with individual companies. Each case file includes papers containing cost and price data submitted by the company, correspondence relating to



the company's pricing problems, and related memoranda and work papers. The case files are in two groups, the first consisting of a sample of case files relating to 26 typical firms and the second, of a 20-percent random sample of all case files. Within each group the case files are arranged alphabetically by name of company.

CASE FILES MAINTAINED BY THE FURNITURE SECTION. 1942-46. 46 ft. 244

This series is similar to that described in entry 243. The case files are in three groups, as follows: (1) a 20-percent random sample of case files relating to metal household furniture manufacturers; (2) a sample of case files relating to 35 typical furniture manufacturers; and (3) a 20-percent random sample of case files relating to wood and upholstered furniture manufacturers. Within each group the case files are arranged alphabetically by name of company.

CASE FILES MAINTAINED BY THE WHEEL GOODS, FLOOR COVERINGS, AND TOYS SECTION. 1942-46. 21 ft. 245

This series is similar to that described in entry 243. The case files are arranged alphabetically by name of commodity, thereunder as either random samples or representative samples, and thereunder alphabetically by name of company.

#### Records of the Housewares and Accessories Price Branch

RECORDS MAINTAINED BY THE ECONOMIC DATA ANALYSIS SECTION. 1941-46. 17 ft. 246

This series is similar to that described in entry 242. Arranged alphabetically by name of commodity (aluminumware through watches and clocks) and thereunder by subject or type of material.

#### Records of the Accessories Section

CASE FILES. 1942-46. 6 ft. 247

This series consists of selected case files representing small, medium, and large manufacturers of accessories and of a 20-percent random sample of the remaining case files maintained by the Section. The case files include requests for price determinations, applications for price adjustment, cost schedules submitted by the companies, and related memoranda. They are arranged in three groups (general accessories, lamps and lamp shades, and luggage), thereunder as representative or random samples, and thereunder alphabetically by name of company.

#### Records of the Houseware and Hardware Section

CASE FILES. 1942-46. 18 ft. 248

This series, relating to manufacturers and distributors of bicycles, brooms, tools, and the like, is similar to that described in entry 247. Arranged by type of sample (representative or random) and thereunder alphabetically by name of company.



## Records of the Radio and Miscellaneous Section

PRICE ADJUSTMENT APPLICATIONS. 1942-46. 6 ft. 249

Letter and form applications for price adjustments submitted by manufacturers and distributors of radios, firearms, hearing aids, and the like. Related correspondence, memoranda, and cost schedules are filed with the applications. Arranged alphabetically by name of company.

PROTEST CASE FILES. 1944-45. 3 in. 250

Include copies of the formal protest, related memoranda and correspondence, the Report and Recommendations of Board of Review, and the order granting or denying the protest. Arranged alphabetically by name of protestant.

CASE FILES. 1942-46. 15 ft. 251

This series is similar to that described in entry 247. The case files are arranged alphabetically by name of commodity (batteries and flashlights through radios), thereunder by type of sample (representative or random), and thereunder alphabetically by name of company.

## Records of the Watches and Clocks Section

CASE FILES. 1942-46. 3 ft. 252

This series is similar to that described in entry 247. Arranged by type of sample (representative or random) and thereunder alphabetically by name of company.

PRICING ORDERS. May 1945-Jan. 1946. 5 in. 253

Copies of orders sent to individual watch retailers by district offices in compliance with requests for price determinations. Economic briefs, analyzing the operations of the retailers, are attached to some of the orders. Arranged chronologically.

## Records of the Leather, Furs, and Fibers Price Branch

## Records of the Fibers, Textile Bags, and Cordage Section

GENERAL CORRESPONDENCE. 1942-46. 8 in. 254

Chiefly copies of outgoing letters, memoranda, and telegrams prepared by George A. Forby, who was successively Associate Business Economist in the Textile, Leather, and Apparel Price Branch, and Head of the Fibers, Textile Bags, and Cordage Section. They relate to most of the functions and activities of the Section and are arranged in seven groups, as follows: (1) memoranda sent to and several memoranda received from regional offices; (2) memoranda sent to other Price Department officials; (3) interoffice memoranda prepared by Mr. Forby; (4) memoranda prepared by Henry L. Murray, Business Specialist in the Section; (5) memoranda sent to or received from Branch and Division Directors; (6) miscellaneous interoffice memoranda; and (7) letters and telegrams sent to or received from individual companies.



PRICE ACTION FILE. 1941-46. 5 ft. 255

Relates chiefly to the formulation of Price Schedules 18 and 24, Maximum Price Regulations 55, 151, 340, 360, and 468, and the parts of the General Maximum Price Regulation that deal with Spanish moss, flax, hemp, badger hair, horsehair, fiber products, and sisal pads. Included are drafts of regulations, and records and reference materials containing economic data useful for the preparation of the regulations. There are also protest case files, minutes of conferences, survey materials, and correspondence, which reveal the effect of the regulations on industry and the consumer. Arranged by regulation.

CASE FILES. 1942-45. 1 ft. 256

Include correspondence and work papers that reflect the relations between the OPA and fiber manufacturers and distributors. The case files are in two groups, those in the first group relating chiefly to requests for price determinations and those in the second group, to applications for price adjustments, protests against administrative decisions of the OPA, and petitions for amendments to regulations.

PRICE FILINGS UNDER MAXIMUM PRICE REGULATION 151. 1942-43. 10 in. 257

A 1-percent random sample of price lists and papers containing discount and conversion margin data that were submitted by manufacturers of fiber bags. Arranged alphabetically by name of company.

#### Records of the Fur Section

GENERAL RECORDS. 1942-46. 7 ft. 258

Include progress reports, completed OPA Forms 611-705 and 611-366 (proposals for price actions and summaries of price actions), OPA Form SE-12A (Reports of Sales of Imported Industrial Materials by an Importer to an Intermediate Distributor or Industrial User), and price action files. The price action files document the development of Maximum Price Regulations 178, 541, 553, and those parts of Supplementary Order 126 that relate to furs. Records relating to protests and petitions by individual companies, as well as correspondence containing comments on the regulations, are interfiled throughout the series. Arranged by regulation except for most of the general material, which is at the beginning of the series.

TABULATIONS OF FUR EXPORTS AND IMPORTS. ca. 1946. 2 in. 259

These tabulations, showing the country of origin, the quantity, and the value of imported and exported undressed furs (1936-46) and the prices of Australasian rabbit skins (1923-41), were prepared from data supplied by the Bureau of the Census. Arranged by type of data.

#### Records of the Hides Section

GENERAL CORRESPONDENCE. 1941-46. 2 ft. 260

Memoranda, and correspondence with other Government agencies, Members of Congress, foreign governments, trade associations, meat packers, and



processors, distributors, and consumers of hides. They relate chiefly to the operations of the hide and leather industry and to its price control and allocation problems, but some of the memoranda deal with administrative matters. Arranged alphabetically by name of agency or correspondent.

PRICE ACTION FILE. 1941-46. 9 ft. 261

This series, relating to Price Schedule 9 and Maximum Price Regulations 141, 145, and 357, and Supplementary Regulation 14C, is similar to that described in entry 255. A large part of the series, however, relates to enforcement problems. Arranged by regulation.

MINUTES OF THE COMBINED HIDES, SKINS, AND LEATHER COMMITTEE. Aug. 1945-Sept. 1946. 2 in. 262

At various times this Committee included representatives of the OPA, Civilian Production Administration, Reconstruction Finance Corporation, Office of International Trade, State Department, and foreign governments. At its meetings the Committee considered means of restoring international trade in the three commodities. The minutes are arranged chronologically.

CORRESPONDENCE RELATING TO IMPORTS. 1941-46. 1 in. 263

Memoranda, and correspondence with other Government agencies and with the Tanners' Council of America relating to international controls required to meet war and postwar demands for leather and hides. Arranged chronologically.

#### Records of the Leather Section

ADMINISTRATIVE MEMORANDA. 1941-46. 1 in. 264

Relate to the functions and activities of the Section, administrative procedures, relations with the Accounting Department, and personnel administration. Arranged by subject.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-45. 2 in. 265

Relates to price and enforcement problems encountered by field offices. Copies of letters received by these offices are attached to some of the incoming memoranda. Arranged by region number.

PRICE ACTION FILE. 1941-46. 2 ft. 266

Relates chiefly to Maximum Price Regulation 61 and those parts of Supplementary Order 126 and Supplementary Regulation 14 that deal with leather. The series is similar to that described in entry 255, except that it includes unarranged memoranda, form reports (OPA Form 666-687), and tabulations relating to a financial and margin survey of leather finders and jobbers selling to the shoe repair trade. Arranged by regulation.

RECORDS CONTAINING ECONOMIC DATA. 1941-46. 2 ft. 267

Memoranda, studies, letters, reporting forms, and tabulation sheets containing information on the structure of the leather industry, its financial operations, histories of leather controls during World War I, grading and pricing methods employed in the industry, and enforcement and



compliance problems involved in its regulation. Arranged in two parts and thereunder alphabetically by subject.

PROTEST AND PETITION CASE FILES. 1942-46. 5 in. 268

Include copies of the protests and petitions, orders denying or granting them, and related memoranda and letters. Arranged alphabetically by name of company.

CORRESPONDENCE WITH INDUSTRY MEMBERS. 1942-46. 1 ft. 269

Chiefly incoming letters, with some copies of replies, from leather processors, fabricators, and consumers requesting information about, or containing comments on, price control measures affecting the industry. Arranged alphabetically by name of company.

REQUESTS FOR PRICE DETERMINATIONS. 1942-46. 26 ft. 270

These requests for price determinations, which were filed in accordance with Maximum Price Regulation 61, contain cost data and the proposed price for each commodity sold. Samples of the leather are attached to some of the requests. Arranged by type of firm (tanners, dealers, finders, fabricators, belt manufacturers, sole leather tanners, and sole leather cutters) and thereunder alphabetically by name of company.

#### Records of the Shoe and Other Leather Products Section

GENERAL CORRESPONDENCE. 1942-46. 2 ft. 271

Chiefly memoranda dealing with price policies and administrative matters, and correspondence with industry members relating to their requests for information on price regulations or for price determinations. Arranged alphabetically by name of correspondent.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 1 ft. 272

Memoranda received from regional and several district offices requesting interpretations of regulations or advice on the pricing problems of individual companies, with copies of replies thereto. Arranged by region number.

PRICE ACTION FILE FOR MAXIMUM PRICE REGULATION 420. 1943-46. 5 in. 273

Includes memoranda embodying recommendations for a price regulation for wood heels; minutes of an industry conference of May 6, 1943, to consider these recommendations; studies, correspondence, and tabulations containing economic data on the industry for use in preparing the regulation or amendments thereto; drafts of the regulation; records relating to a petition by the Vulcan Corporation for an amendment to the regulation; and correspondence containing comments on the regulation. Arranged by subject or type of material.

PRICE ACTION FILE FOR FOOTWEAR REGULATIONS. 1942-46. 2 in. 274

Drafts of regulations and correspondence relating to the formulation and operation of those parts of the General Maximum Price Regulation, Supplementary Regulation 14 and 15, and Maximum Price Regulation 210 that relate to footwear. Arranged by regulation.



RECORDS RELATING TO PRODUCTS OTHER THAN SHOES. 1942-46. 10 in. 275

Chiefly memoranda and letters relating to the operation of controls for shoe counters, toe taps, wood heels, cat and dog furnishings, lasts, shanks and leatherboard, hames, horse collars, harnesses, and saddlery. Arranged by commodity in the order mentioned.

STUDIES OF THE LEATHER AND SHOE INDUSTRY. 1941-46. 1 ft. 276

Contain cost, sales, margin, and production data, most of which were obtained during special surveys of the industry, together with form reports, memoranda, correspondence, and tabulations relating to the surveys. Arranged by subject or type of material.

RECORDS RELATING TO A COST SURVEY OF THE SHOE INDUSTRY. Apr.-June 1942. 2 ft. 277

Letters and completed questionnaires containing cost, production, and realization data submitted by individual companies for use in a study of the shoe manufacturing industry. Memoranda evaluating the data are filed with some of the letters and questionnaires. Arranged alphabetically by name of company.

DOCKETED CASE FILES. 1942-46. 14 ft. 278

Relate to requests for price determinations, applications for price adjustment, protests against price actions, and petitions for amendments to price regulations. The case files, including reports, memoranda, correspondence, and work papers, are arranged in two groups, the first containing a 10-percent sample of files that relate to the shoe manufacturing industry in general, and the second, a 1-percent random sample of files that relate exclusively to shoes manufactured from bacon rind. Within each group the case files are arranged alphabetically by name of company.

#### Records of the Textile Price Branch

RECORDS OF THE PRICE EXECUTIVE. 1944-46. 4 ft. 279

These records were maintained successively by Luther H. Hodges (Primary Products Branch), Gardiner Hawkins, Gardner Ackley, and Robert B. Armstrong. They include minutes of staff meetings; a chronological history of regulatory measures taken by the Branch; drafts of regulations; a "Report to the Office of Economic Stabilization on Price Control in Textiles and Apparel," Aug. 21, 1944; completed copies of OPA Form 6066-2565, price filings submitted by manufacturers of automobile fabrics; progress reports; lists of personnel; and correspondence and reports dealing with proposed and approved regulations, textile programs of other Government agencies, reconversion and war-contract termination problems, personnel administration, and other matters of interest to the Branch. Arranged by subject or type of material.

#### Records of the Cotton Section

PRICE ACTION FILE. 1941-46. 5 ft. 280

Relates to the General Maximum Price Regulation, Supplementary Regulation 14, and Maximum Price Regulations (or Price Schedules) 7, 11, 33, 35,



89, 126, 127, 131, 157, 188, 190, 208, and 211. The records relating to each regulation include memoranda containing explanations of the proposed price action, economic studies prepared to supply background data for the regulation, drafts of the regulation, and memoranda and letters relating to its operation. Interfiled with those materials are correspondence with Members of Congress relating to price control in the cotton textile industry, press releases of interest to the industry, studies of military and civilian requirements for goods, and memoranda relating to unapproved plans for regulating the industry. Arranged by regulation or subject.

RECORDS CONCERNING PRICE POLICIES. 1941-44. 2 ft. 281  
Were apparently maintained by J. F. Van Ness, Head of the Cotton Section. They include minutes of meetings, together with related reports and correspondence, of staff members, industry and interagency representatives, and the Technical Committee on Cotton of the Executive Committee on Economic Foreign Policy; memoranda and letters reflecting the development of OPA policies with regard to the cotton textile industry; and reports and tabulations containing financial data on the industry. Arranged by subject.

MEMORANDA. 1945-46. 5 in. 282  
Relate to general price policies and to price actions involving individual companies. They are in three groups, as follows: (1) copies of outgoing memoranda, arranged chronologically; (2) incoming memoranda, arranged alphabetically by name of writer; and (3) memoranda sent to or received from regional offices, arranged by region number.

RECORDS CONTAINING ECONOMIC DATA. 1941-45. 2 ft. 283  
Cost, production, price, and realization data were obtained by industry surveys, reporting forms, special questionnaires, and personal interviews. The records in this series include copies of completed questionnaires, memoranda embodying survey plans, several technological studies, charts and graphs, lists of firms included in surveys, and a list of representative cotton farmers. Arranged by subject or type of record.

RECORDS RELATING TO WAGE ADJUSTMENTS. 1945-46. 5 in. 284  
Include copies of applications by members of the cotton textile industry to the National Wage Stabilization Board for wage adjustments, orders granting these adjustments, and related correspondence between the OPA and the applicants. Unarranged.

INDUSTRY ACCOUNTING REPORTS. 1945-46. 2 in. 285  
These analytical reports were prepared by the Textile, Leather, and Apparel Accounting Branch from data obtained by the Textile Price Branch during surveys of the cotton textile industry. Arranged alphabetically by name of commodity as follows: American cotton blankets; bed linens; bed tickings; gingham, seersuckers, and related fabrics; blanket linings; carded yarn; chambray; clip spot marquisettes; cotton duck; cord tire fabric; denims; hose and belting; fine goods; flannels; osnaburgs; wind resistant and water repellent cotton oxford cloth; print cloth; sateen; sheeting; yarn dyed slack suitings; towels; military twills; and "miscellaneous."



COMPANY ACCOUNTING REPORTS. 1945-46. 1 ft.

286

These reports on the financial operations of individual cotton textile companies were prepared by the Textile, Leather, and Apparel Accounting Branch in connection with requests by individual companies for price determinations. Arranged alphabetically by name of company.

DOCKETED CASE FILES. 1941-46. 7 ft.

287

Include memoranda, reports, letters, and work papers relating to applications for price adjustments, petitions for amendments to regulations, and protests against price actions taken by the OPA. The case files are arranged as follows: (1) a 30-percent sample of applications for adjustments under Maximum Price Regulation 118; (2) a 5-percent sample of petitions and applications under Maximum Price Regulation 118, the General Maximum Price Regulation, and Supplementary Order 28; (3) a 5-percent sample of petitions and protests under Maximum Price Regulation 211; (4) a 10-percent sample of applications for adjustments under Supplementary Order 86; (5) a 10-percent sample of applications for adjustments under Supplementary Order 9; (6) a 5-percent sample of petitions, protests, and adjustments under the General Maximum Price Regulation, Supplementary Order 28, and Maximum Price Regulations 7, 33, and 165; (7) a 5-percent sample of applications for price adjustments under Supplementary Regulation 14E; (8) a 5-percent sample of applications for price adjustments under Supplementary Order 154; (9) a 5-percent sample of applications for price adjustments under Supplementary Regulation 15; (10) a 5-percent sample of applications for price adjustments under Maximum Price Regulation 11; and (11) a 3-percent sample of applications for price adjustments under Section 3(b)2 of the General Maximum Price Regulation.

COMPANY CORRESPONDENCE. 1941-46. 4 ft.

288

Correspondence with private industry relating to interpretations of regulations, membership of industry advisory committees, price determinations, and the submission of company data to the OPA. Arranged by varying periods, 1941-42, 1941-43, 1944, 1945-46, and the like and thereunder alphabetically by name of company except for some letters received after cotton was decontrolled on Nov. 10, 1946, which are unarranged at the end of the series.

COMPANY REPORTS MADE IN ACCORDANCE WITH SUPPLEMENTARY ORDER 126. Dec. 1945-Nov. 1946. 10 in.

289

Letters containing price and production data submitted in accordance with the provisions of Amendments 5, 10, 20, and 26 to Supplementary Order 126. Arranged by name of commodity (narrow fabrics, nonelastic ribbons, surgical dressings, and thread) and thereunder alphabetically by name of company.

#### Records of the Finished Goods Section

PRICE ACTION FILE. 1941-45. 3 ft.

290

Relates to the preparation and operation of Temporary Maximum Price Regulation 10, Maximum Price Regulations 127, 128, and 358, Supplementary Regulation 14E, the Maximum Import Price Regulation, and price actions



that were not approved. Included are memoranda and minutes of meetings with industry representatives reflecting the development of plans for the regulations, completed questionnaires that had been distributed to obtain data on the textile converting industry, economic studies of the industry (including a 182-page study prepared by M. Leo Gitelson in 1926), drafts of the regulations, and lists of textile finishers. Arranged by regulation or subject.

RECORDS CONTAINING ECONOMIC DATA. 1941-45. 3 ft. 291

Memoranda, correspondence, questionnaires, charts, and graphs containing sales, price, margin, and profit data on the textile converting industry, mainly for the 1941-43 period. Arranged by subject or type of record.

REGIONAL CORRESPONDENCE. 1944-46. 1 in. 292

Memoranda sent to or received from regional offices, relating to the operation of Maximum Price Regulation 127. Unarranged.

REPORTING FORMS FILED UNDER MAXIMUM PRICE REGULATION 127. 1942-46. 19 ft. 293

OPA Forms 228:1 (Bleaching, Dyeing, and Finishing: Cottons, Rayons, and Mixtures) and 228:2 (Printing Cottons, Rayons, and Mixtures) that were completed by textile finishers, containing data on the costs and operations of those finishers. The forms are arranged in four groups, as follows: (1) those submitted by vertical finishers (firms that produce and finish the cloth); (2) those submitted by job finishers (firms that merely finish the textiles); (3) those submitted by embossers (producers of screens, flocks, and moire); and (4) those submitted by coaters and waterproofers. Within each group the forms are arranged alphabetically by name of company with a list of companies at the beginning of that group.

SUMMARY CARDS. ca. 1942-46. 7 in. 294

This series is a 5-percent random sample of OPA Forms 228:5 (Consolidated Bleaching and Dyeing) and 228:6 (Consolidated Printing), which contain summaries of the data collected on Forms 228:1 and 228:2 described in the previous entry. Arranged numerically, 1-1643.

COST SURVEY REPORTS MADE IN ACCORDANCE WITH MAXIMUM PRICE REGULATION 127. 1944. 1 ft. 295

This series is a 1-percent sample of questionnaires (OPA Form 666-915) completed by OPA "enumerators," containing cost and price data on individual textile finishers. Arranged by type of cloth (acetate, taffeta, twill, and the like).

DOCKETED CASE FILES. 1942-46. 2 ft. 296

Include memoranda, reports, letters, and work papers relating to applications for price adjustments, petitions for amendments to regulations, and protests against price actions taken by the OPA. The case files are arranged as follows: (1) a 10-percent sample of petition and protest case files; (2) a 10-percent sample of adjustment case files; (3) a 10-percent sample of petition, protest, and adjustment case files; (4) copies



of petitions (A-M); and (5) a 3-percent sample of correspondence relating to petitions by converters for permission to charge jobber markups and for textile allocation quotas. Within each group the files are arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1944-46. 6 ft.

297

This series is a 5-percent sample of correspondence similar to that described in entry 288. Arranged alphabetically by name of company.

### Records of the Rayon Section

PRICE ACTION FILE FOR MAXIMUM PRICE REGULATION 39. 1941-46. 1 ft. 298

Includes minutes of industry meetings, memoranda, and correspondence reflecting the development of OPA policies with regard to the decorative fabric industry; and correspondence with individual companies relating to their operations under the regulation. Arranged by subject.

OUTGOING MEMORANDA AND TELEGRAMS RELATING TO MAXIMUM PRICE REGULATION 39.

Nov. 1942-Oct. 1946. 2 in.

299

Were addressed to field offices and individual companies. They relate to problems arising from the operation of the regulation. Arranged chronologically.

DOCKETED CASE FILES RELATING TO MAXIMUM PRICE REGULATION 39. 1942-46.

10 in.

300

This series, containing orders, correspondence, and memoranda, is a 10-percent sample of case files dealing with applications for price adjustment, petitions for amendment to the regulation, and protests against OPA policies and rulings. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE RELATING TO MAXIMUM PRICE REGULATION 39. 1941-46.

10 ft.

301

This series is a 5-percent random sample of letters received from members of the decorative fabrics industry, with replies thereto, requesting information on the regulation or dealing with its operation. Arranged alphabetically by name of company.

REPORTS ON SPECIFICATIONS AND COSTS OF DECORATIVE FABRICS. 1941-46.

5 ft.

302

These are letter and form reports (OPA Forms 139.9 and 666:777) submitted by those manufacturing companies whose correspondence was retained in the sample described in entry 301. Arranged alphabetically by name of company.

PRICE REPORTS SUBMITTED BY CONVERTERS AND JOBBERS. 1942-46. 12 ft. 303

Copies of OPA Forms 139.12, 648:299, and 666-721 that were submitted by those converters and jobbers whose correspondence was retained in the sample described in entry 301. The forms contain both the suppliers' and the sellers' selling prices. Arranged alphabetically by name of company.



MEMORANDA RELATING TO MAXIMUM PRICE REGULATION 23. 1941-46. 4 in. 304

Reflect the development of policies with regard to rayon grey goods. Unarranged.

TABULATIONS ON RAYON GREY GOODS. 1941-42. 1 in. 305

Contain cost, price, and production data on rayon grey goods for the months of September and November 1941 and January, February, and March 1942. Arranged chronologically.

MONTHLY REPORTS ON PRODUCTION AND SALES OF RAYON GREY GOODS. 1942-43.

2 ft. 306

This series is a 1-percent sample of OPA Forms 123:8, 123:9, and 123:10 that were submitted by producers of rayon grey goods in accordance with Maximum Price Regulation 23. Arranged by form and thereunder either chronologically or alphabetically by name of company; tabulations of some of the data are at the end of the series.

MISCELLANEOUS REPORTS ON RAYON GREY GOODS. 1945-46. 2 ft. 307

This series is a 1-percent sample of reports in letter or questionnaire form containing production, fabric construction, and sales data submitted by manufacturers of rayon grey goods. Related memoranda are attached to some of the reports. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE RELATING TO MAXIMUM PRICE REGULATIONS 23 and 167.

1941-46. 2 ft. 308

This series, relating to the rayon grey goods and rayon yarn industries, is similar to that described in entry 288. Arranged alphabetically by name of company.

REPORTS ON PRICES AND SALES OF SILK. 1945-46. 1 ft. 309

Letters received from manufacturers of silk fabrics containing reports on their prices and sales in accordance with section 10(b) of Supplementary Order 110. Arranged alphabetically by name of company, A-G; tabulations of data received from all the companies are at the beginning of the series.

INCOMING CORRESPONDENCE RELATING TO PRICE SCHEDULE 90. 1941-44. 6 in.

310

Letters received from rayon waste processors containing reports on their operations. Arranged alphabetically by name of company.

APPLICATIONS FOR PRICE DETERMINATIONS UNDER THE GENERAL MAXIMUM PRICE REGULATION. 1944-46. 10 in. 311

This series is a 5-percent sample of letters sent to the OPA by manufacturers of curtains, quilted piece goods, ribbons, art needlecraft, gloves, and tablecloths and napkins, for determinations of their prices or for approval of stated prices. Arranged in two groups and thereunder alphabetically by name of company.



RECORDS CONTAINING ECONOMIC DATA ON RAYON KNIT GOODS. 1942-46. 10 in. 312

Letters, memoranda, and tabulations sheets containing production and price data used in the preparation of Maximum Price Regulation 508, together with drafts of the regulation and related memoranda. Unarranged.

DOCKETED CASE FILES RELATING TO MAXIMUM PRICE REGULATION 508. 1944-46. 2 ft. 313

This series is a 10-percent sample of case files, including orders, correspondence, and memoranda, relating to applications for price determinations or price adjustments that were submitted by manufacturers and distributors of rayon knit goods. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE RELATING TO MAXIMUM PRICE REGULATION 508. 1945-46. 10 in. 314

Letters received from manufacturers and distributors of rayon knit goods, with copies of replies attached, requesting information on the regulation or dealing with its reporting requirements. Arranged alphabetically by name of company; a folder of related memoranda is filed under the letter "M."

PRICE FILINGS UNDER MAXIMUM PRICE REGULATION 508. Feb.-July 1944. 7 in. 315

This series is a 1-percent sample of price reports in letter or questionnaire form that were filed in compliance with the regulation. The reports are in three groups, as follows: (1) reports of rayon knit goods producers; (2) reports of jobbers; and (3) reports of producers of tricot outerwear. Within each group the reports are arranged alphabetically by name of company.

RECORDS RELATING TO MAXIMUM PRICE REGULATIONS 167 AND 168. 1941-46. 2 ft. 316

Include memoranda and correspondence relating to the operations of the regulations and samples of form reports submitted in compliance with the regulations. Arranged by type of material or subject.

### Records of the Wool Section

RECORDS MAINTAINED BY THE SECTION HEAD. 1941-46. 4 ft. 317

These records, maintained successively by John F. Bell, Russell F. Burrus, and Leslie M. Pape, document the administration and operations of the Section. They include memoranda and correspondence containing interpretations of regulations or relating to wool agreements with foreign countries, problems with regard to the operations of wool regulations, enforcement activities of the OPA, and administrative matters; studies, graphs, and tabulation sheets containing economic analyses of the raw wool trade and the wool textile industry; reports on a cost-accounting survey of the industry conducted by the U. S. Tariff Commission; completed copies of OPA Form 158:2, showing sales and deliveries of mohair;



copies of speeches by staff members; and memoranda containing summaries of important telephone conversations. Arranged by subject or type of material.

GENERAL CORRESPONDENCE. 1945-46. 2 ft.

318

Correspondence with Members of Congress, other Government agencies, industry associations, and individual companies, relating to various aspects of price control in the wool industry. Arranged alphabetically by name of person, agency, or company.

PRICE ACTION FILE. 1942-46. 4 ft.

319

Includes memoranda, reports, letters, and tabulation sheets relating to the formulation and operation of Maximum Price Regulations 106, 123, 163, and 595, Price Schedule 58, the General Maximum Price Regulation, Supplementary Regulations 1 (Amendment 24), 3, and 14, and Supplementary Orders 113 and 126. The records are similar to those described in entry 298. Arranged by regulation.

DOCKETED CASE FILES RELATING TO MAXIMUM PRICE REGULATION 163. 1942-46. 2 ft.

320

This series is a 5-percent sample of case files containing orders, memoranda, reports, letters, and work papers dealing with applications for price adjustments, petitions for amendments to the regulation, and protests against price actions taken in accordance with the regulation. Arranged alphabetically by name of company.

REPORTS ON NEW FABRICS. 1942-46. 12 ft.

321

This series is a 5-percent sample of form reports submitted in compliance with Maximum Price Regulation 163. The reports consist of OPA Forms 1163:2 and 666-533b, containing cost and price data on new fabrics, and 1163:1 and 1163:3, containing price data for "comparable" and "similar" fabrics. Related memoranda and correspondence are filed with the forms. The records are in the two groups indicated and thereunder are arranged alphabetically by name of company.

JOBBER'S APPLICATIONS FOR DIVISION FACTORS. 1945-46. 11 in.

322

Applications for division factors (the percentage of the fabric's selling price that represents its direct cost), with related correspondence, that were filed by jobbers of woolen apparel fabrics in accordance with section 103(J) of Maximum Price Regulation 163. Arranged alphabetically by name of company.

PRICE FILINGS UNDER SUPPLEMENTARY ORDER 138 OF MAXIMUM PRICE REGULATION 163. Sept.-Nov. 1946. 5 in.

323

These are reports in letter form that contain style and price data submitted by wool fabric producers to obtain a 10-percent increase in price in accordance with the order. Related correspondence is filed with the reports. Arranged alphabetically by name of company.

REQUESTS FOR PRICE DETERMINATIONS UNDER THE GENERAL MAXIMUM PRICE REGULATION. 1943-46. 2 ft.

324

This series is a 5-percent sample of case files relating to requests



for price determinations by manufacturers and distributors of fine fabrics, lace, knit yarns, blankets, batting, and other woolen goods subject to the General Maximum Price Regulation. Arranged alphabetically by name of company.

DOCKETED CASE FILES RELATING TO PRICE SCHEDULE 58. 1943-46. 10 in. 325

This sample, relating to producers and distributors of wool and wool tops and yarns, is similar in content and arrangement to that described in entry 320.

DOCKETED CASE FILES RELATING TO APPLICATIONS FOR PRICE ADJUSTMENTS.

1945-46. 5 in.

326

This series is a 5-percent sample of case files relating to applications by members of the wool industry for price adjustments in accordance with Maximum Price Regulation 157, Supplementary Regulation 14E, and Supplementary Orders 28, 133, 149, and 154. Arranged by regulation or order.

PRICE REPORTS SUBMITTED UNDER SUPPLEMENTARY ORDER 113. 1945-46. 3 ft.

327

These letter reports contain price data required by the Section in its operation of OPA's "Maximum Average Price Plan." Related correspondence is filed with the reports. The series is in two parts, the first consisting of special reports prepared in compliance with section 10 of the order and the second of quarterly reports submitted in compliance with section 14. Within each part of the series the reports are arranged alphabetically by name of company.

REPORTS ON IMPORTED FABRICS. July 1942-Mar. 1945. 5 in.

328

These reports, containing sales data on imported fabrics (buyer, commodity, costs, dates of importation, and selling price), were submitted in accordance with Supplementary Regulation 12 and the Maximum Import Price Regulation. Arranged chronologically.

#### RECORDS OF THE FOOD PRICE DIVISION

GENERAL MEMORANDA. 1942-46. 13 ft.

329

Memoranda prepared by the staff of the Food Price Division and its constituent units, as well as by field personnel and members of other OPA units concerned with pricing programs for agricultural commodities. They relate to organizational, procedural, and general administrative subjects or contain comments on the economic aspects of the production and distribution of the commodities with which the Division was concerned, suggestions for the preparation of regulations, and interpretations of approved regulations. Through 1943 the memoranda were maintained as part of a central file. From 1944 to 1946 similar general memoranda were maintained by the Division Directors (Jean F. Carroll, Geoffrey Baker, John F. Gismond, Colin S. Gordon, and Edward F. Phelps), the Division economists and counsels, and by several members of the Sugar Rationing Department. The Records Branch of the OPA assembled these memoranda and in the process of organizing them destroyed the original arrangement. The memoranda



through 1943 are arranged alphabetically by name of writer, with some unarranged memoranda, 1940-43, at the end; the memoranda for the period 1944-46 are arranged by subject except for about 1 linear foot of memoranda for the period 1942-46, arranged by calendar year, which is at the end of this group. A partial list of folder titles for the memoranda arranged by subject is available as a guide to the subject content.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1943-46. 3 ft. 330

Minutes of meetings of industry advisory committees representing producers and distributors of agricultural commodities, together with related memoranda, letters, and membership lists. Records for each committee are in separate folders. General material dealing with the operations of industry advisory committees is at the beginning of the series except for schedules of committee meetings, which are at the end.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 24 ft. 331

Relate chiefly to the pricing problems of regional offices with regard to commodities within the jurisdiction of the Division. Some of the correspondence contains comments on staff meetings, industry surveys, administrative matters, and on local reactions to price control. Arranged in two groups, 1942-43 and 1944-46, thereunder by region number, and thereunder chronologically.

CORRESPONDENCE WITH DISTRICT OFFICES. 1942-46. 2 ft. 332

Contains comments on local reactions to the price control programs of the Division or relates to price problems of individual companies. Correspondence for 1942-43 is arranged alphabetically by name of State or city in which the district office was located; correspondence for 1944-46 is arranged by region number.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1942-46. 4 ft. 333

Correspondence with the White House; the Executive Office of the President; the Departments of Agriculture, Commerce, the Interior, Justice, and State; and such war agencies as the Office of War Mobilization and Reconstruction, the Office of Economic Stabilization, the Foreign Economic Administration, the War Food Administration, the War Production Board, and the War Shipping Administration. It relates to subsidy programs, the production and importation of agricultural commodities, supply and demand factors in the distribution of the commodities, pricing programs for individual commodities, quota licensing for slaughterers, membership of industry advisory committees, and the collection and tabulation of economic data by the Federal Government. Arranged in two groups, 1942-43 and 1944-46, and thereunder alphabetically by name of agency.

NONGOVERNMENTAL CORRESPONDENCE. 1941-46. 159 ft. 334

Correspondence with State officials, trade associations, labor organizations, trade journals, and processors, distributors, and consumers of agricultural commodities, reflecting their interest in the programs of the Food Price Division. It relates chiefly to meetings with representatives of the processors and distributors and to request for information on price



control programs, interpretations of regulations, price determinations, amendments to regulations, and the submission of company data. Arranged in two groups, 1941-43 and 1944-46, and thereunder alphabetically by name of correspondent or organization.

OUTGOING CORRESPONDENCE RELATING TO COMMODITY PROGRAMS. Oct. 1945-Nov. 1946. 7 ft. 335

Copies of letters, memoranda, and teletypes sent to regional offices and private firms, relating to the operation and administration of regulations for agricultural commodities. Arranged alphabetically by commodity or by type of regulation (Food Price Regulation, General Maximum Price Regulation, Maximum Price Regulation, Slaughter Control, Supplementary Order, and Revised Maximum Price Regulation) except for correspondence relating to the Restaurant Maximum Price Regulation, which is at the end of the series.

FORM LETTERS. July 1942-Sept. 1943. 1 ft. 336

Copies of letters sent to a number of firms, containing interpretations of regulations or relating to meetings with industry representatives and the submission of company data. Arranged chronologically.

Records of the Cereals, Feeds, and Agricultural Chemicals  
Price Branch

RECORDS OF THE CHIEF COUNSEL. 1942-45. 5 in. 337

These records, maintained successively by Carl R. Shulz and William R. Roalfe, include drafts of regulations; interpretations of and petitions for amendments to regulations; interoffice memoranda relating to the legality of barter and tying agreements under price controls; correspondence with the Office of Economic Stabilization, the War Food Administration, and the Department of Justice relating to price policies and the legality of price-fixing agreements in proposed regulations; and progress reports. Arranged by subject or name of writer.

Records of the Baking Section

MEMORANDA OF THE SECTION HEAD. 1942-46. 5 in. 338

Incoming and outgoing memoranda maintained by Richards J. Conly and Walter Dietz, successively. They relate to proposed price regulations, the activities of the industry advisory committees representing the baking industry, applications for price adjustments, and other matters of interest to the Section. Unarranged.

CORRESPONDENCE OF THE SECTION HEAD. 1943-46. 5 in. 339

Correspondence with regional offices, the War Food Administration, the War Department, and private firms, relating to conferences with industry representatives, industry surveys, applications for price adjustments, and requests for information on regulations. Unarranged.

RECORDS CONTAINING ECONOMIC DATA ON THE BAKING INDUSTRY. 1941-46. 6 ft. 340

Chiefly records accumulated as a byproduct of the studies of the baking



industry that were compiled in connection with the preparation and operation of Maximum Price Regulation 319 and pertinent amendments to Supplementary Regulation 14B. They are arranged as follows: (1) a price action file on Maximum Price Regulation 319; (2) a study of markup percentages in the baking industry; (3) completed copies of OPA Form 634-2483, Bakery Industry Classification Questionnaire; (4) completed questionnaires relating to surveys of the sweet yeast-raised dough products, pie, cake, pastry, roll, and biscuit and cracker branches of the industry; (5) financial studies of rye-bread bakeries; (6) letters and memoranda reflecting early attempts to prepare a regulation for the industry; (7) copies of outgoing letters containing interpretations of the General Maximum Price Regulation; (8) copies of outgoing letters denying applications for price adjustments; (9) cost-price studies of various branches of the industry; (10) reports and related work papers dealing with a Federal Trade Commission study of the industry; (11) price filings by producers of peanut butter sandwiches; and (12) cost-price reports (OPA Form 634-2248) submitted by bakeries in accordance with Maximum Price Regulation 319.

CASE FILES. 1942-46. 4 ft.

341

Include applications for price adjustments and protests against price orders and regulations, together with related reports, memoranda, letters, and work papers, that were submitted by the Great Atlantic and Pacific Tea Co., the National Biscuit Co., and approximately 100 small firms. Unarranged.

POST AUDIT CASE FILES. 1944-45. 3 in.

342

Relate to applications for price adjustments that were received from regional offices for post audit. Each case file includes copies of correspondence between the regional office and the applicant; a review of the application, prepared by an economist in the field office; and a Post Audit Sheet (OPA Form 611:256) on which the action taken by the national office was noted. Unarranged.

REQUESTS FOR PRICE AUTHORIZATIONS BY THE GREAT ATLANTIC AND PACIFIC TEA CO. 1944-45. 1 ft.

343

Completed copies of Forms NBD-26 and NBD-27, which were developed by the National Bakery Division of the Great Atlantic and Pacific Tea Co. to use for the submission of cost-price data on new commodities in accordance with section 1499.3(B) of the General Maximum Price Regulation. Arranged by area branch office of the company.

#### Records of the Seeds and Rice Section

PRICE ACTION FILE. 1943-45. 5 in.

344

Includes analyses and summaries of proposed regulations and amendments, drafts of the regulations, a list of seed and rice growers and distributors, and a financial study of Beaumont Rice Mills, Inc. Arranged by type of material.

GENERAL RECORDS RELATING TO COMMODITY PROGRAMS. 1943-46. 2 ft.

345

These records relate mainly to the development of price policies with



regard to legumes and grasses, onion sets, popcorn, wax bean seeds, mung beans, vegetable seeds, seed potatoes, and rice. They consist chiefly of analyses of proposed amendments to Maximum Price Regulation 471; correspondence relating to petitions for decontrol of the commodities; memoranda dealing with compliance problems; and studies, tabulations, maps, and charts containing supply and demand, distributive, and financial information about the seed and rice industries. Arranged by commodity in the order mentioned."

CORRESPONDENCE RELATING TO COMMODITY PROGRAMS. 1942-45. 2 in. 346

Memoranda, and correspondence with the Office of Economic Stabilization, War Food Administration, Department of Agriculture, and individual companies, reflecting the development of OPA policies with regard to seeds and rice. Unarranged.

FORMS AND TABULATIONS RELATING TO INDUSTRY SURVEYS. 1943-45. 2 ft. 347

Completed questionnaires and tabulations relating to surveys of vegetable seed producers and distributors, processors of legume and grass seeds, growers of grasses and forage crops, wholesalers of field seeds, and retailers of farm seeds. Arranged by survey in the order mentioned.

PROTESTS AND PETITIONS BY RICE MILLERS AND WHOLESALERS. 1942-46. 6 in. 348

Mainly formal petitions for amendments to regulations and protests against regulations and orders, with related memoranda, submitted by rice millers and wholesalers. Also included are several case files relating to protests by grain merchants. Arranged by type of seller and thereunder alphabetically by name of company.

Records of the Feeds Section

PRICE ACTION FILE. 1942-46. 2 ft. 349

Includes analyses and summaries of proposed regulations and amendments; drafts of regulations; memoranda relating to price policies, suggestions for decontrolling wheat and flour, and administration of regulations; and copies of protests against Amendment 60 to Supplementary Regulation 14. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS. 1942-46. 8 ft. 350

Consist chiefly of studies, reports, letters, memoranda, and tabulations relating to the development and administration of regulations for wheat flour, wheat, mill feeds, processed grains, barley, oats, rye flour and rye mill feeds, alfalfa hay, alfalfa meal, feed screenings, straw, hay, rock grit, oyster and clam shells, corn, gluten feeds, animal products feedstuffs, grain sorghums, soybeans, cottonseed products, furfural, pet foods, dried citrus pulp, beet pulp, peanut products, oilseed meals, and distillers' dried byproducts. Also included are memoranda revealing the activities of the Milling Industry Advisory Committee, minutes of the Section's meetings with feed and grain dealers, reports on the wheat flour milling industry prepared by the Federal Trade Commission, a statistical study of crop production (1909-37) in the North Central States, and



circulars of the U. S. Food Administration (1918). Arranged by commodity in the order mentioned.

CORRESPONDENCE ON PRICE POLICIES. June 1942-Feb. 1946. 3 in. 351

Memoranda, and correspondence with Members of Congress, officials of other Government agencies, and private firms, containing information on price policies with regard to the commodities within the jurisdiction of the Section. Arranged chronologically.

PROTESTS AND PETITIONS. 1942-44. 5 in. 352

Copies of protests against regulations and orders and copies of petitions for amendments to regulations, with related memoranda and letters, submitted by processors and distributors of grains and feeds. Unarranged.

#### Records of the Agricultural Chemicals Section

GENERAL CORRESPONDENCE. 1941-46. 10 in. 353

Consists of reports submitted by OPA field investigators and correspondence with regional offices, Members of Congress, and private firms, relating to meetings with industry representatives, interpretation of regulations, industry surveys, requests for price authorizations, and pricing problems of individual companies. Arranged by calendar year except for investigative reports on West coast firms and correspondence with the Region 4 office, which are at the end of the series.

PRICE ACTION FILE. 1942-46. 3 ft. 354

Relates to the formulation and administration of regulations affecting the fertilizer, insecticide, and fungicide industries. Included are memoranda dealing with proposed regulations and proposals for decontrol of commodities, background studies of the industries, minutes of meetings with industry members, drafts of regulations, correspondence with other Government agencies and with private firms relating to the operations of the regulations, weekly progress reports of the Section, and a list of liming material producers. Arranged by subject or type of material.

RECORDS RELATING TO COMMODITY PROGRAMS. Oct. 1941-Oct. 1946. 4 ft. 355

Consist chiefly of economic studies, reports, letters, memoranda, completed questionnaires, and tabulations, relating to the development and administration of regulations for the insecticide, fungicide, and fertilizer industries. Arranged by commodity (rotenone, ammonium nitrate, peat moss, sewage sludge, and the like).

ACCOUNTING STUDIES. 1942-44. 2 ft. 356

Mainly studies of the financial operations of producers of insecticides and fertilizers that were prepared by OPA accountants in connection with industry surveys and applications for price adjustments. Also included are consolidated studies and copies of questionnaires completed by producers of fertilizers. Arranged by commodity (arsenicals, copper sulphate, nicotine sulphate, rotenone-pyrethrum, mixed dusts, mixed fertilizers, nitrogen, organic fertilizers, and sulphuric acid) and thereunder alphabetically by name of company; some general material is at the beginning of each commodity file.



DOCKETED CASE FILES. 1942-46. 4 ft.

357

Include orders, reports, and correspondence relating to requests for price authorizations, petitions for amendments to regulations, and protests against price actions. In three groups, one group arranged by commodity and thereunder alphabetically by name of company; one alphabetically by name of company; and the third, relating to fertilizer dealers and to producers of several kinds of fertilizers, unarranged.

PRICE FILINGS. 1942-46. 5 ft.

358

This series is a 5-percent sample of price lists, with related correspondence and work papers, that were submitted by producers and distributors of fertilizers, liming materials, and insecticides. Arranged by type of commodity in the order mentioned and thereunder alphabetically by name of company.

STUDIES OF FERTILIZER PRODUCERS. ca. 1943. 2 ft.

359

These studies, prepared by the Federal Trade Commission, include a narrative description of the operations of fertilizer producers and contain data on their costs, purchases of raw material, production, and realization during the period 1932-42. Reports on general fertilizer producers are arranged alphabetically by name of company; several consolidated studies and reports on phosphate rock and sulphuric acid producers are at the end of the series.

CORRESPONDENCE RELATING TO FERTILIZER PACKAGING AND GRADING. 1941-43.

3 in.

360

Memoranda, and correspondence with the Department of Agriculture and several agricultural colleges, relating to the pricing of burlap and cotton bags used in packaging fertilizers and to specifications for various fertilizers. A typed report, "Economics in High Analysis Fertilizers and in Fertilizer Placement," prepared by the Interbureau Coordinating Committee on Fertilizers, is also included in the series. Arranged by subject.

#### Records of the Grocery Products Price Branch

#### Records of the Tobacco Section

RECORDS OF THE SECTION HEAD. 1941-46. 5 in.

361

Interoffice memoranda, letters, and press clippings maintained by Meredith S. Kohlberg, Edward F. Raglund, and George S. Coulter, successively. Arranged as follows: (1) interoffice memoranda and correspondence with the Office of Economic Stabilization, relating to price policies on tobacco products and to a survey of cigar manufacturers; (2) correspondence with the Department of Agriculture relating to the sale of tobacco by growers; (3) memoranda sent to or received from OPA attorneys regarding interpretations of tobacco regulations; (4) memoranda sent to the Enforcement Department relating to compliance problems; (5) letters and memoranda dealing with the activities of industry advisory committees representing the tobacco industry; and (6) press clippings relating to the price control program of the Section.



GENERAL CORRESPONDENCE. 1943-46. 3 in. 362

Memoranda, and correspondence with the Office of Economic Stabilization and private firms, relating to price policies, work plans and progress, protest and petition actions, compliance problems, field investigations, industry surveys, the definitions of terms in Maximum Price Regulations 283 and 308, and administrative matters. Unarranged.

PRICE ACTION FILE. Feb. 1944-Aug. 1946. 3 in. 363

Consists of form and narrative reports on proposed price regulations affecting tobacco products. Arranged chronologically.

RECORDS CONTAINING ECONOMIC DATA ON THE TOBACCO INDUSTRY. 1942-46. 3 ft. 364

Consist chiefly of studies, reports, memoranda, letters, completed questionnaires, reference publications, charts, graphs, and tabulation sheets, containing production, cost, margin, price, and realization data collected in the process of formulating and administering price regulations for cigarettes, chewing tobacco, snuff, flue-cured tobacco, burley tobacco, smoking tobacco, and leaf tobacco. Included also are memoranda revealing the plans for controlling the commodities, studies of the industry prepared by the Food Accounting Branch of the Accounting Department, and reports on wage adjustment cases that were handled by the National War Labor Board. Arranged by commodity in the order mentioned; the accounting studies are at the end of the series.

CORRESPONDENCE RELATING TO INDUSTRY ADVISORY COMMITTEES. 1942-45. 1 in. 365

Memoranda and letters relating to the activities of industry advisory committees representing the tobacco industry. Arranged chronologically.

DOCKETED CASE FILES. 1942-45. 3 ft. 366

Contain minutes of administrative proceedings, orders, memoranda, and letters, relating to applications for price determinations and price adjustments, petitions for amendments to regulations, and protests against price actions. The case files are unarranged.

REPORTING FORMS SUBMITTED BY CIGAR MANUFACTURERS. Apr. 1945-June 1946. 8 ft. 367

Copies of OPA Form 635-2076, Domestic Cigar Manufacturers' Report of Tax-Paid Cigar Sales and Weighted Average Retail Price, and Form 635-2077, Determination of Average Retail Price Ceiling by Manufacturers of Domestic Cigars. These forms were completed by cigar manufacturers in accordance with Maximum Price Regulation 260. Related correspondence is attached to some of them. About half of the series is arranged alphabetically by name of company; the remainder is unarranged.

TABULATIONS OF DATA FROM REPORTING FORM. 1945-46. 2 ft. 368

Copies of Form 635-2145, Cigar Manufacturer's Record--Brands and Prices, that were prepared by the Tobacco Section from information contained in the reporting forms described in entry 367. These tabulations of price data



were maintained to assist compliance investigators. Arranged alphabetically by name of State and thereunder by name of company. A list of cigar manufacturers, some tabulations for Puerto Rican tobacco firms, and copies of OPA Form 6035-2737, Cigar Manufacturer's Status Record, for companies investigated for alleged violations, are at the end of the series.

REQUESTS FOR PRICE AUTHORIZATIONS. 1945-46. 2 ft. 369

This series is a 10-percent sample of case files relating to requests for price authorizations for new brands of cigars. Each case file includes a copy of the request (OPA Form 635-2-78) with related orders and correspondence. Arranged alphabetically by name of company.

PRICE FILINGS. 1942-45. 1 in. 370

These price schedules were submitted by tobacco processors. Unarranged.

### Records of the Grocery Specialties and Restaurant Section

GENERAL RECORDS RELATING TO GROCERY SPECIALTIES. 1942-45. 9 ft. 371

Reports, studies, memoranda, questionnaires, letters, work papers, and other materials, relating to the preparation and administration of regulations for flour mixes, dehydrated soups, gelatin, edible nuts, soup mixes, dessert preparations, macaroni, colorings and extracts, potato chips, yeast, bouillon, popcorn, breakfast cereals, mustard, candy, chewing gum, and soft drinks. Included are studies, questionnaires, and work papers resulting from investigations of the industries before the regulations were formulated; analyses of proposed regulations; drafts of regulations; studies, memoranda, and letters relating to the operation of price controls; general economic studies of the industries; and tabulations of financial data for individual firms. Arranged by commodity in the order mentioned except for the analyses of proposed regulations, which are at the beginning of the series.

POLICY MEMORANDA RELATING TO GROCERY SPECIALTIES. 1942-46. 1 in. 372

Incoming and outgoing interoffice memoranda embodying interpretations of regulations or relating to price adjustment policies, petitions for decontrol of candy, proposed surveys of peanut millers and flour millers, and a proposed regulation for vinegar, flour mix, nuts, pickles, and dehydrated soups. Unarranged.

CASE FILES RELATING TO GROCERY SPECIALTY PRODUCERS AND DISTRIBUTORS.

1942-46. 8 ft. 373

Contain correspondence relating to requests for information on regulations and for price determinations, applications for price adjustments, and protests against price orders, together with related cost reports, memoranda, and work papers. Arranged alphabetically by name of commodity and thereunder alphabetically by name of company.

GENERAL RECORDS RELATING TO RESTAURANT PRICE CONTROLS. 1942-46. 5 ft. 374

Most of these records were accumulated by the Restaurant Price Branch of the Services and Foreign Trade Price Division. The Branch was



officially transferred to the Food Price Division on Sept. 24, 1945, where it continued to operate with the same organizational pattern until April 1946. At that time it was made a part of the Grocery Specialties and Restaurant Section.

The records relate to the preparation, administration, and operation of price controls for restaurants and include drafts of restaurant regulations, interpretations of approved regulations, minutes and memoranda reflecting the operations of the National Restaurant Industry Advisory Committee, work papers relating to a margin survey of the industry, reports on propaganda by various labor organizations for restaurant controls, correspondence and memoranda maintained by the Chief Counsel of the Branch, correspondence with industry members and regional offices on matters involving policy determinations, price posters, and special studies on such topics as in-plant feeding, beer distribution, commissarial services, eating facilities on transportation media, price differentials for meals served on holidays, and protests against price orders. Arranged by subject or type of material.

DOCKETED CASE FILES RELATING TO RESTAURANTS. 1944-46. 4 ft. 375

Include orders, memoranda, letters, and work papers relating to applications for price adjustments, petitions for amendments to regulations, and protests against price orders. The case files are arranged alphabetically by name of company except for those relating to various branches of the Childs Company, which are at the beginning of the series.

MEMORANDA AND CORRESPONDENCE. 1944-45. 8 in. 376

Memoranda received from and copies of memoranda sent to regional offices and correspondence with the restaurant trade relating to the administration and operation of price control regulations governing the trade. The memoranda are arranged by region and thereunder chronologically; the correspondence is arranged alphabetically by name of firm.

PRICE FILINGS BY RAILROAD COMPANIES. 1943-44. 2 ft. 377

Include dining car menus and price lists, with related correspondence, that were submitted by railroad companies in accordance with General Order 50. Arranged alphabetically by name of railroad.

Records of the Imported Foods Section

GENERAL CORRESPONDENCE. 1941-46. 4 ft. 378

Consists mainly of correspondence with importers and purchasers of imported goods, but includes also interoffice memoranda and correspondence with Members of Congress and other Government agencies. It relates to the operations of the importing trade and to the administration of regulations for the trade. The correspondence is in five groups, as follows: (1) Regional correspondence, arranged chronologically; (2) general correspondence, arranged alphabetically by initial letter of correspondent's surname; (3) general correspondence, arranged alphabetically by name of commodity; (4) correspondence of Ralph W. Bettelheim, Head of the Imported Foods Section, unarranged; and (5) inventory reports on tea, spices, and coffee



received from the U. S. Tariff Commission and private companies, unarranged.

POLICY MEMORANDA. Dec. 1941-Sept. 1946. 2 in. 379

Memoranda, and correspondence with the Office of War Mobilization and Reconversion, relating to price policies with regard to bananas, spices, and coffee; the operation of the Inter-American Coffee Agreement; decontrol proposals; and staff meetings. A report on the history of price controls for imported foods as of July 1943 is included. Arranged chronologically.

RECORDS RELATING TO COMMODITY PROGRAMS. 1940-46. 6 ft. 380

Consist chiefly of reports, studies, correspondence, and work materials that embody economic data on various imported products and that document policy, procedural, and regulatory matters. Some of the more significant materials in the series are minutes of meetings of the Combined Food Board's Committee on Spices, Coffee, and Cocoa, the Interdepartmental Cocoa Committee, and the Interdepartmental Coffee Committee; studies relating to the Inter-American Coffee Agreement; correspondence and memoranda relating to agreements with the British Empire on tea allocations; Office of Censorship reports (Form OC-8) on communications between exporters or importers and foreign dealers; drafts of price regulations; a history of coffee controls during World War I and World War II; reports on enforcement investigations; petition and protest case files; and studies of the costs, profits, and inventories of the importing and exporting trade. Arranged by commodity (coffee, cocoa, tea, fish, chewing gum, chicory, spices, pepper, and coconuts).

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1943-46. 1 in. 381

Consist chiefly of minutes of meetings, letters, and memoranda revealing the activities of the Coffee Industry Advisory Committee, the Spice Industry Advisory Committee, and the Imported Foods Trade Advisory Group, but include also several memoranda (1941-42) dealing with tea imports. Unarranged.

DOCKETED CASE FILES. 1942-45. 3 ft. 382

Include orders, opinions accompanying orders, memoranda, and letters, relating to applications for price adjustments, protests against price orders, and petitions for amendments to regulations. A study of the yerba maté industry and reports on purchases of imported delicacies are also included. The case files are arranged by commodity (coffee, coffee substitutes, tea, cocoa and chocolate candy, vanilla, spices, and imported delicacies) and thereunder alphabetically by name of company.

REQUESTS FOR PRICE DETERMINATIONS. 1943-46. 4 ft. 383

Letters and forms (OPA Form 635-2031) received from distributors of imported foods requesting price determinations, together with related orders and correspondence. Arranged in part alphabetically by name of commodity (anchovy-turkey) and in part alphabetically by name of company (A-V).



COFFEE SURVEY QUESTIONNAIRES. June-July 1942. 2 ft. 384

Copies of questionnaires completed by coffee importers, jobbers, roasters, and brokers, containing detailed information on coffee purchases and sales. Arranged alphabetically by name of company.

REFERENCE FILE OF MURRAY SQUIRES, SECTION HEAD. 1943-45. 3 in. 385

Consists of record or duplicate copies of memoranda dealing with import policies, correspondence with private industry on matters involving policy decisions, copies of regulations and interpretations of regulations, and minutes of meetings with representatives of food importers. Arranged by type of material.

#### Records of the Beverage Section

GENERAL CORRESPONDENCE. 1942-46. 10 in. 386

Chiefly interoffice memoranda and correspondence with regional offices, trade associations, and private industry, relating to interpretations of regulations, pricing and compliance problems, and complaints against or suggestions for price control regulations. Included also are copies of regulations and orders, and litigation case files involving the Sherwood Distilling Co. and the H. F. Pogue Distilling Co. Unarranged.

RECORDS RELATING TO COMMODITY PROGRAMS. 1942-46. 5 ft. 387

This series is similar to that described in entry 380. The significant materials include minutes of meetings with industry members, summaries of proposed price actions, financial and general economic studies of industries, an "Interim Report on a Price Program for the Wine Industry," memoranda dealing with the problems of small business, documentation of industry surveys, a study of the difference in cost between bottling and canning beer, reports on field investigations, progress reports of the Beverage Section, and lists of producers. Arranged for the most part by commodity (wine, beer, hops, whiskey, gin, brandy, and rum); general memoranda and correspondence with the Office of War Mobilization and Reconversion and the Office of Economic Stabilization relating to proposed subsidies are at the beginning of the series.

PROTESTS BY DISTILLERS. 1944-46. 2 in. 388

Depositions, correspondence, and work papers relating to protests by distillers against price orders. Arranged alphabetically by name of distilling company.

APPLICATIONS FOR PRICE ADJUSTMENTS. 1944-46. 7 in. 389

Applications, with related orders, memoranda, and accounting studies, submitted by beer producers and distributors. Arranged alphabetically by name of company.

TABULATIONS OF BEER MARGIN DATA. ca. 1944. 4 in. 390

These tabulation sheets, containing markup data on beer distribution, were prepared by the OPA with the assistance of the Bureau of Labor Statistics. Unarranged.



REQUESTS FOR PRICE AUTHORIZATIONS. 1943-46. 8 ft. 391

This series is a 10-percent sample of case files relating to requests for price authorizations by producers or distributors of alcoholic beverages. Each case file includes all or some of the following: a copy of the request in letter or questionnaire form (OPA Form 635-369), related correspondence, "certificates of label approval" submitted to the Federal Alcohol Administration (Treasury Form 1649), and an order establishing the price. The case files are grouped as follows: (1) requests filed in accordance with articles 1 and 3 of Maximum Price Regulation 445; (2) requests filed in accordance with article 4 of the regulation; (3) disapproved requests submitted by wineries; (4) requests submitted by California wineries; (5) requests submitted by other wineries; (6) requests filed chiefly by whiskey producers in accordance with articles 1 and 3 of the regulation; (7) requests filed by distilleries in accordance with Maximum Price Regulation 193; and (8) requests submitted by importers of distilled spirits and wines. Within each group the case files are arranged alphabetically by name of company except for those in group 7, which are arranged by region number. At the end of the series is an oversize package containing tabulations of data collected from a number of brewers and distillers.

CORRESPONDENCE RELATING TO THE SALE OF CAPITAL STOCK. 1943-46. 7 in. 392

Letters from producers of alcoholic beverages, serving notice to the OPA of the sale of capital stock, together with related memoranda and correspondence. Several case files relating to requests for amendments to individual pricing orders are also included in the series. Arranged alphabetically by name of company.

PRICE REPORTS FILED BY BREWERS AND BEER DISTRIBUTORS. 1943-46. 1 ft. 393

A 50-percent sample of copies of OPA Form 635-547, with related correspondence, completed by producers and distributors of beer in accordance with Maximum Price Regulation 259. The forms contain lists of prices charged for domestic malt beverages to wholesalers, retailers, consumers, and the Armed Forces. Arranged in the following groups: (1) reports by brewers, 1943-44 (Massachusetts-Wyoming); (2) reports by brewers, 1945-46 (Nebraska-Wyoming); and (3) reports by beer distributors, 1945-46 (Alabama-Montana). Within each group the forms are arranged alphabetically by name of State in which the company was located.

Records of the Meats, Fish, Fats, and Oils Price Branch

RECORDS OF THE PRICE EXECUTIVE. 1942-45. 5 ft. 394

Arval Erickson was Head of the Meat Section from 1943 to 1944 and then became Price Executive of the Meats, Fish, Fats, and Oils Price Branch. His records, which include papers of John J. Madigan, Assistant Director of the Food Price Division, that relate to the Branch, are in the following seven groups:

1. Records concerning personnel administration, including correspondence relating to recruitment, applications for employment, notes on the



qualifications of employees, job descriptions, workload reports, and budgetary materials. Arranged by subject or type of material.

2. Reports on field trips conducted to survey conditions in the meat industry and to discuss price problems with field personnel and war meat boards. Arranged alphabetically by name of writer.

3. Memoranda dealing with policy and procedural matters, proposed regulations, congressional hearings, personnel administration, and marketing practices in the meat industry. Arranged alphabetically by name of staff member preparing or receiving the memorandum.

4. Reports and memoranda relating mainly to the activities of the Committee on Economic Demobilization, congressional comments on meat regulations, trade terminology, the food supply situation, and office procedures. Unarranged.

5. Correspondence with the American Meat Institute, industry associations, and private individuals, relating to various phases of the livestock and meat price programs. Arranged alphabetically by name of correspondent.

6. Letters and memoranda dealing with the operation of price controls for beef, pork, hogs, canned meat, sausages, variety meats, fish, and fats and oils. Arranged by name of commodity in the order mentioned.

7. General records, including minutes of staff meetings and meetings of the National War Meat Board; statistical reports of the Board; press releases; and reports, studies, letters, memoranda, and reference materials relating to proposed price regulations, meat rationing, slaughter control orders, industry advisory committees, abattoir inspection stamps, compliance programs, meat and livestock supplies, subsidy payments, and standards for fresh oysters and various meats. Arranged by subject.

#### MISCELLANEOUS CORRESPONDENCE OF THE PRICE EXECUTIVE. 1942-46. 10 in.

395

Consists chiefly of correspondence received by Charles M. Elkinton and his successor, Arval Erickson, with copies of their replies. The letters, received from Government agencies, agricultural colleges, trade associations, and private individuals, relate to policy matters or embody commendations for or criticism of the OPA meat program. Included also are memoranda and work papers that reflect the resolution of operational problems by the Price Executive. The series is in two parts, as follows: (1) correspondence of Mr. Elkinton, which is arranged alphabetically by name of correspondent, and (2) correspondence of both Mr. Elkinton and Mr. Erickson, which is arranged by subject.

#### GENERAL RECORDS OF THE CHIEF COUNSEL. 1942-46. 10 in.

396

These records were maintained successively by J. D. Hyman, John F. Finn, Jerome J. Jacobson, Reuben Goodman, and Bernard S. Jefferson. They include price orders, together with related opinions, and correspondence and memoranda embodying interpretations of regulations or relating to the pricing problems of field offices and to administrative matters. Arranged by regulation or name of commodity.

#### PETITIONS AND PROTESTS. 1942-45. 4 ft.

397

This series consists chiefly of protests against price actions and



petitions for amendments to the General Maximum Price Regulation and Maximum Price Regulations 148, 156, 169, 239, 336, 355, 384, 389, 394, 418, 469, and 512, but includes also interpretations of the General Maximum Price Regulation and Maximum Price Regulation 418 and some case files relating to applications for price adjustments. Arranged by regulation in the order mentioned.

#### Records of the Meat Section

RECORDS MAINTAINED BY GILBERT GUSLER. 1941-46. 3 ft. 398

These records relate to Mr. Gusler's service as assistant to Arval Erickson in the Meat Section, his activities as Head of the Livestock Section after the Meat Section was terminated, and his responsibilities as Acting Price Executive of the Meats, Fish, Fats, and Oils Branch in Arval Erickson's absence. They consist chiefly of reports, studies, charts, graphs, press clippings, and reference materials containing data on the allocation and distribution of livestock and meat. There are also "an interim report on a price program for meat," ca. 1944; a study of goat meat for human consumption, Apr. 6, 1943; records relating to the war meat boards, and economic reports on sugar, rice, fats and oils, and other foods. Arranged by subject.

GENERAL RECORDS RELATING TO THE SLAUGHTERING INDUSTRY. 1942-46. 5 ft. 399

Consist chiefly of records containing economic data on the industry, but also include records that document the preparation and administration of regulations. Included are correspondence with Members of Congress, other Government agencies, agricultural colleges, trade associations, and individual companies, relating to various aspects of the slaughtering and meat packing industry; memoranda dealing with suggested revisions of the cattle stabilization program; reports, studies, graphs, charts, and tabulation sheets containing production, cost, price, and subsidy data on the industry; and work papers relating to livestock cutting tests to establish the yield of meat from animals selected at random. Arranged by kind of animal and its meat product (e.g., lamb and mutton).

PRICE ACTION FILE ON LIVE CATTLE AND CALVES. 1944-46. 2 ft. 400

Includes analyses and summaries of proposed price actions; drafts of Maximum Price Regulation 574 and amendments thereto; interpretations of the regulation and amendments; memoranda relating to compliance problems and procedures for handling subsidy reports; copies of Defense Supplies Corporation Form DS-T-55, Claim for Cattle Slaughter Payments; and maps and charts showing the zoning system for pricing livestock. Arranged by type of material.

PROTESTS AND PETITIONS RELATING TO LIVESTOCK. 1943-46. 1 ft. 401

Protests against price orders and petitions for amendments to Maximum Price Regulations 469 and 574, together with related orders, memoranda, and work papers. Arranged alphabetically by name of company except for some general memoranda, which are at the beginning of the series.



MISCELLANEOUS RECORDS RELATING TO SLAUGHTERERS. 1940-45. 5 in. 402

Consist of tabulations containing cost and production data; yield test sheets submitted by Armour and Co.; and completed copies of OPA Form 636-2202 showing the quantities of livestock slaughtered. Arranged by type of material in the order mentioned.

PRICE ACTION FILE ON LIVE HOGS. 1943-46. 3 in. 403

Consists chiefly of drafts of Maximum Price Regulation 469 and amendments thereto and analyses of proposed amendments. Arranged by amendment number; chronologies of price actions and minutes of a meeting with members of the live hog industry are at the beginning of the series.

CORRESPONDENCE RELATING TO THE MARKETING OF LIVE HOGS. 1944-46. 1 ft. 404

Chiefly correspondence, with related charts, affidavits, and work papers, dealing with hog sellers' local pricing practices. Arranged alphabetically by name of State or community.

GENERAL RECORDS RELATING TO CANNED MEATS. 1942-46. 7 in. 405

Include memoranda containing comments on price programs or relating to the pricing problems of individual companies; letters containing cost and price data on canned meats; and a list of canned-meat packers. Unarranged.

PRICE FILINGS FOR CANNED MEATS. 1944-46. 11 in. 406

These price lists, submitted in accordance with Maximum Price Regulation 156, include information on some of the factors considered in establishing canned meat prices. Arranged alphabetically by name of company.

REQUESTS FOR PRICE DETERMINATIONS FOR CANNED MEATS. 1944-46. 1 ft. 407

Copies of OPA Form 636-927, Price Application Form for Canned Meat, that were completed in accordance with Maximum Price Regulation 156, together with related orders and correspondence. Arranged alphabetically by name of company except for some tabulations of canned meat prices, which are at the end of the series.

PRICE ACTION FILE ON FABRICATED MEAT CUTS. 1942-46. 1 ft. 408

Includes memoranda and economic studies prepared in connection with the proposed amendments to Maximum Price Regulation 169 that deal with fabricated meat cuts, a report on a method for calculating boneless beef costs, protests against price orders, work papers relating to industry surveys and a survey of truck peddlers, tabulations of price and markup data, and lists of charges for custom slaughtering. The memoranda relate to such matters as meat supplies for troop carriers, other shipping facilities, and hotels; pricing problems relating to beef briskets and custom slaughtering; and tests on yield in preparing fabricated cuts from carcasses. Arranged by subject.

PRICE ACTION FILE ON SAUSAGES. 1943-46. 2 ft. 409

Includes summaries of price actions proposed under Maximum Price Regulation 389; protests against price orders; petitions for amendments to the



regulation; cost, price, and production studies of the sausage industry; correspondence relating to the pricing problems of individual companies; and memoranda relating to proposed restrictions on the production of sausages, the supply and demand situation, and laboratory analyses of sausages for compliance investigations. Unarranged.

REQUESTS FOR PRICE AUTHORIZATION FOR SAUSAGES. 1945-46. 6 in. 410

These requests by sausage producers for price authorizations contain cost and price data. Related memoranda and orders are filed with the requests. Arranged alphabetically by name of company.

PRICE FILINGS BY SAUSAGE PRODUCERS. 1942-44. 3 ft. 411

These price lists, in letter or schedule form, were submitted in accordance with Maximum Price Regulations 169 and 389. They are in four groups (Armour, Swift, Cudahy, and small companies) and thereunder are arranged alphabetically by name of State in which the plant was located.

PRICE ACTION FILE ON RABBIT MEAT, HORSEMEAT, AND VARIETY MEATS. 1943-46. 8 in. 412

Relates mainly to the formulation and administration of Maximum Price Regulations 364, 367, and 398. Included are interpretations of the regulations and a manuscript history of controls on horsemeat for human consumption, with photographs of horsemeat cuts and horsemeat establishments. Arranged by regulation in the order mentioned.

PRICE ACTION FILE ON PORK AND DRESSED HOGS. 1942-44. 2 ft. 413

Relates chiefly to the formulation and administration of Maximum Price Regulation 148. Included are background studies of the pork industry; memoranda relating to price policies, compliance programs, and the importation of Argentine ham; price, cost, and sales reports submitted by individual companies; correspondence relating to the Quartermaster General's specifications for pork and to the pricing problems of individual companies; and tabulations and charts containing cost, price, and realization data for the industry. Unarranged.

PRICE ACTION FILE FOR SPECIAL REGULATIONS AND SUBSIDY ORDERS. 1942-47. 10 in. 414

Consists chiefly of records relating to amendment 12 of Maximum Price Regulation 169, Livestock Control Orders 1 and 2, Procedural Regulations 15 and 16, and orders pertaining to the meat subsidy program. The file includes economic studies prepared in connection with the consideration of the regulations; analyses of proposed regulations; studies of the subsidy program; copies of Office of Economic Stabilization orders and Defense Supplies Corporation regulations relating to subsidies; and lists of companies failing to comply with subsidy regulations, submitted by field offices for transmittal to the Reconstruction Finance Corporation. Arranged by subject or type of material.

PRICE ACTION FILE ON MISCELLANEOUS MEAT PRODUCTS. 1942-46. 10 in. 415  
Chiefly memoranda and letters relating to cooked corned beef, pastrami,



frozen boneless beef, dry sausages, and bones, but including also tabulations of data on wholesalers' costs and profits and correspondence relating to shortages of bone for gelatin and bone rings, critical meat shortages in various localities, price increases required by meat packers and distributors to offset wage increases, petitions for amendments to Maximum Price Regulation 169, and protests against orders issued under the regulation. Arranged by subject.

REFERENCE AND HISTORICAL MATERIALS. 1942-47. 2 ft. 416

Include copies of important policy memoranda, drafts of amendments to Livestock Control Order 2, a history of the Barkley-Bates Amendment to the Stabilization Act of 1942, studies of controls on meat and livestock during World War I, reports on decontrol and recontrol programs, memoranda and manuals dealing with enforcement drives, a study of feed supply and livestock production from 1937 to 1946, copies of speeches and statements by OPA officials, chronologies of control actions on various meat and livestock regulations, price-employee training materials, financial studies of the meatpacking industry, correspondence on meat purchasing contracts of the Commodity Credit Corporation, Army meat specifications circulars, copies of British regulations pertaining to meat and livestock, histories of British subsidies, and miscellaneous charts, graphs, and publications. Arranged by subject or type of material.

RECORDS RELATING TO HEARINGS AND MEETINGS. 1941-46. 1 ft. 417

Consist of transcripts of hearings of congressional committees and minutes of staff meetings and meetings with industry representatives, with related studies, memoranda, agenda, and correspondence. Included are minutes of meetings of industry advisory committees; minutes of conferences with meat producers, goat raisers, food wholesalers and retailers, ox bile producers and pharmaceutical users, meat peddlers, and processors and distributors of fats and oils; statements made by OPA officials before congressional committees; and a report by the Eastern Meat Packers Association on cost differentials due to decreased slaughtering yields and increased freight rates involved in transporting cattle to the east coast. Unarranged.

STUDIES OF THE MEAT AND LIVESTOCK INDUSTRIES. 1942-44. 10 in. 418

Consist chiefly of general economic and cost studies of various branches of the industries, but include also correspondence and work papers relating to a survey of meat peddlers and to cutting costs in butchering cattle and hogs. Arranged by commodity or subject.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1944-46. 4 in. 419

Chiefly correspondence and memoranda relating to the operations of the Beef Industry Advisory Committee, the Canned Meat Industry Advisory Committee, the Pork Industry Advisory Committee, the Hotel Supply Industry Advisory Committee, the Sausage Advisory Committee for Slaughterers, the Sausage Advisory Committee for Non-Slaughterers, and the Industry Advisory Committee for Meat Wholesalers. Arranged by committee in the order mentioned.



DOCKETED CASE FILES RELATING TO MEAT. 1942-46. 9 in. 420  
 Include petitions for amendments to regulations, protests against price actions, and requests for price determinations, together with related orders, correspondence, and memoranda. The regulations concerned are Maximum Price Regulations 148, 169, 239, and 367. The case files are arranged by regulation and thereunder alphabetically by name of company.

RECORDS RELATING TO REQUESTS FOR MEAT BY THE WAR SHIPPING ADMINISTRATION. 1944-46. 1 in. 421  
 Orders and memoranda relating to applications submitted by the Administration for the setting of quotas to meat purveyors who supplied ships in areas short of meat. Unarranged.

MEMORANDA OF JOEL THORNTON, HEAD OF THE FOOD TRADE RELATIONS SECTION. 1943-44. 1 in. 422  
 These memoranda, relating chiefly to publicity on the meat programs of the Food Price Division, were apparently transferred to the Meat Section in 1944, shortly after the termination of the Food Trade Relations Section. Arranged alphabetically by subject.

RECORDS RELATING TO HIDES AND LEATHER. 1941-45. 2 in. 423  
 Consist of studies, graphs, charts, and press clippings that show the operations of the hides and leather industry. Unarranged.

REPORTS ON FREIGHT RATES. 1944-46. 2 in. 424  
 Memoranda, correspondence, charts, and publications containing freight rate data for the transportation of livestock. Unarranged.

PRICE ADJUSTMENT DOCKET CARDS FOR WHOLESALERS OF BONELESS BEEF. 1944-45. 2 in. 425  
 These cards, 5" x 8", comprise a register of applications for price adjustments by wholesalers furnishing boneless beef to war agencies. Information on the cards includes the name and address of the wholesaler, dates of the adjustments, amounts of the adjustments, and notes on the results of a postaudit of the application. Arranged by region number and thereunder alphabetically by name of company.

APPLICATIONS FOR PRICE ADJUSTMENTS UNDER PROCEDURAL REGULATION 6. 1942. 7 in. 426  
 This regulation provided a procedure by which meat packers supplying the Armed Forces could apply for price adjustments. Unarranged; a history of Procedural Regulation 6 is at the end of the series.

APPLICATIONS FOR QUOTA ADJUSTMENTS. 1944-46. 1 ft. 427  
 These applications for permission to increase shipments to purveyors of fabricated meat cuts were submitted by meat processors in accordance with Maximum Price Regulation 169. Related memoranda are filed with the application. Arranged alphabetically by name of company.



APPLICATIONS FOR ADJUSTMENT IN THE PRICES OF FROZEN BONELESS BEEF.

1944-45. 3 ft.

428

These applications were submitted by frozen-beef processors to field offices and were then sent to the national offices for audit. Attached to the applications are related audit sheets (OPA Form 611:256), memoranda, and correspondence. Arranged alphabetically by name of company.

PRICE FILINGS\* BY MEAT PACKERS. 1942-43. 3 ft.

429

These price filings were submitted in accordance with Maximum Price Regulation 169. They comprise the filings of all large packers and of a random sample of small packers, with related correspondence. Arranged in the two groups and thereunder by locality of plant.

RETAIL MEAT POSTERS. 1943. 3 in.

430

These printed price lists, effective Sept. 20, 1943, were issued by the OPA in accordance with Maximum Price Regulation 394. Arranged by region and thereunder by price zone number except for the posters for kosher meat, which are at the end of the series.

MEAT PACKERS' PRICE REPORTS. Nov. 1942. 5 in.

431

Mimeographed reporting forms containing sales and price data for Mar. 1942, completed by beef and veal packers. Unarranged.

MEAT PRICE LISTS. 1942-45. 1 ft.

432

A sample of price lists in printed or letter form that were submitted by meat packers and distributors. Arranged by name of company.

REPORTS ON MARKET CONDITIONS. 1941-46. 2 in.

433

Consist of a sample of mimeographed bulletins prepared by the Department of Agriculture, the War Food Administration, and private firms describing market conditions with regard to meat and livestock. Arranged chronologically.

Records of the Fish Section

PRICE ACTION FILE. 1944-46. 2 ft.

434

Includes summaries and analyses of proposed regulations, memoranda and letters embodying interpretations of regulations, copies of letter orders, progress reports of the Section, and a chronological list of price actions. Arranged in part by type of material and in part by regulation number; records relating to the General Maximum Price Regulation, 1942-46, are at the end of the series.

POLICY CORRESPONDENCE. 1942-46. 3 in.

435

Consists of memoranda, and correspondence with the Office of Economic Stabilization, the War Food Administration, the Agriculture Department, the Interior Department, and several fish firms, embodying interpretations of the exemption of fish from price control in the Emergency Price Control Act of 1942, or relating to proposed regulations and subsidies, staff meetings, field trips, meetings with industry members, and inventories of fish.



Arranged in two parts and thereunder chronologically except for a folder of documents containing references to economic data contained among the Section's records, which is at the end of the series.

GENERAL RECORDS RELATING TO COMMODITY PROGRAMS. 1942-46. 9 ft. 436

Consist chiefly of reports, studies, tabulations, and work papers containing cost, production, price, and realization data on the fishery industry, but include also records relating to the formulation and operation of regulations. Among the significant materials are drafts of regulations; memoranda relating to price policies or to meetings with representatives of the Fish and Wildlife Service, the Office of Fishery Coordinator, the War Food Administration, and industry; economic briefs; supply and demand studies; correspondence with the Canadian Wartime Prices and Trades Board; "Interim Recommendations" of the International Emergency Food Council; tabulations of data collected by the OPA in collaboration with the Bureau of Labor Statistics and the Fish and Wildlife Service; and case files relating to protests and petitions. One part of the series is arranged by commodity (shrimp, tuna, herring, roe, sardines, and the like); the other part, by subject or regulation.

PROTESTS AND PETITIONS. 1942-46. 1 ft. 437

Petitions for amendments to regulations and protests against price actions, with related orders, opinions accompanying orders, affidavits, and memoranda. Arranged in part alphabetically by name of company and in part by regulation number.

LETTER ORDERS. 1944-46. 1 ft. 438

These are individual pricing orders issued under Order 375 of the General Maximum Price Regulation and under Maximum Price Regulations 184, 209, 265, 277, 299, 311, 337, 343, 364, 384, 396, 419, 448, 537, 550, and 579. Arranged in part by regulation, and in part alphabetically by name of commodity.

FIELD ORDERS. 1943-46. 2 in. 439

Copies of area and individual pricing orders issued by regional and district offices under General Order 51, section 18(c), of the General Maximum Price Regulation and under Maximum Price Regulations 165, 364, 418, 507, and 579. Arranged by region number.

MISCELLANEOUS RECORDS OF THE LEGAL STAFF. 1944-46. 1 ft. 440

Chiefly records maintained by Jerome J. Jacobson, Chief Counsel of the Beef, Small Meats, and Fish Section (1944), and Reuben Goodman, Chief Counsel of the Fish, Fats, and Oils Section (1945). They include reports, memoranda, and correspondence relating to the operations of industry advisory committees and to the deliberations of the Standing Committee on Merchant Marine and Fisheries of the House of Representatives; correspondence and memoranda relating to proposed pricing programs, record-keeping requirements in regulations, enforcement matters, and the pricing problems of individual companies; and reference materials dealing with the fisheries industry. Arranged by subject or type of material.



ACCOUNTING STUDIES. 1942-45. 8 in.

441

Financial studies prepared by the accounting staffs of the national or field offices in connection with industry surveys. Related memoranda and work papers are filed with the reports. Arranged by name of commodity or company.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1944-46. 2 in.

442

Consist chiefly of correspondence and memoranda, but include also memberships lists and copies of reports submitted to the committees. The records relate to the Shrimp Industry Advisory Committee, the Fresh and Frozen Fish Industry Advisory Committee, the Canned Fish Industry Advisory Committee, and the Maine Sardine Cannery Industry Advisory Committee. Arranged by committee in the order mentioned, with minutes of a meeting on Sept. 8, 1942, with fishermen and fish dealers at the beginning of the series.

INTEROFFICE MEMORANDA. 1942-46. 5 in.

443

Embody progress reports of the Section or relate to proposed regulations, the community pricing program, field trips by staff members, industry surveys, the allocation of fish, and meetings with representatives of Congress, other Government agencies, and the fisheries industry. Arranged by subject.

CONGRESSIONAL COMMUNICATIONS. 1943-46. 3 in.

444

Copies of letters sent to and summaries of telephone conversations with Members of Congress relating to various aspects of the price control program for fish. Each type of record is arranged chronologically.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1943-46. 3 in.

445

Correspondence with the Canadian Wartime Prices and Trades Board, the United Nations Relief and Rehabilitation Administration, and agencies of the Federal Government, relating to policy determinations, alleged violations of price regulations, supply and demand factors in the fisheries industry, and other matters of interest to procurement agencies. Arranged by name of agency.

PROGRESS REPORTS OF CHARLES C. SMITH. Mar. 1945-May 1946. 1 in.

446

Mr. Smith was a business specialist (later area specialist) in the San Francisco Regional Office. His reports relate to field orders, meetings with industry members, and the supply and demand situation with regard to fish. Arranged chronologically.

PURCHASE AND SALES REPORTS. June-July 1944. 5 ft.

447

Copies of OPA Form 636:696, completed by field personnel in connection with a joint study by the OPA and the Office of Fishery Coordinator relating to fish wholesalers' purchases and sales during 1943. Arranged alphabetically by name of company except for undated tabulations of similar data prepared during a pilot survey of fish wholesalers, which are at the end of the series.



OUTGOING CORRESPONDENCE. 1943-46. 7 in.

448

Copies of letters and teletypes sent to industry associations, fishermen, and fish distributors, relating to various aspects of the pricing program for fish. Arranged alphabetically by name of addressee.

FORM LETTERS. 1942. 1 in.

449

Copies of form letters requesting price data. A list of companies to whom the letters were sent is attached to each form letter. Unarranged.

STATISTICAL MATERIALS PREPARED BY THE FISH AND WILDLIFE SERVICE. 1940-46. 10 in.

450

Consist of special reports, periodicals, publications, and mimeographed circulars prepared by Interior Department's Fish and Wildlife Service, together with related memoranda and work papers that are interfiled. Arranged under the following headings: Reference Materials; Cold Storage Receipts and Holdings; Landing and Value; Mailing Lists; and Prices and Production.

#### Records of the Fats and Oils Section

PRICE ACTION FILE. 1944-46. 3 in.

451

Consists chiefly of analyses and summaries of proposed price actions, and copies of formal and letter orders issued under Maximum Price Regulation 53. Included also are several related letters and an "Inventory of Public-Survey Data in OPA, OPA Form 563-17." Unarranged.

DRAFTS OF AMENDMENTS TO REGULATIONS. 1942-45. 3 in.

452

Drafts of Amendment 12 to Supplementary Regulation 1, Amendment 2 to Supplementary Regulation 14, and amendments to Maximum Price Regulation 53. Related "Statements of Consideration" and work papers are filed with the drafts. Arranged by regulation in the order mentioned.

GENERAL RECORDS RELATING TO COMMODITY PROGRAMS. 1941-46. 5 ft.

453

Reflect the development and operations of regulations for fats and oils. The series consists chiefly of economic analyses of the production and distribution of the commodities, prepared in connection with deliberations on proposed price actions. Included are drafts and interpretations of regulations; analyses of proposed price actions; interoffice memoranda and correspondence with the Department of Agriculture relating to proposed subsidies; minutes of a meeting with Pacific Coast olive growers and olive-oil processors, Nov. 16, 1942; studies of the production and distribution of fats and oils, including detailed cost studies for various branches of the industry; reports by individual companies on their costs, purchases, prices, and shipments; a study of castor oil made by the War Department in 1919; a report of the Interbureau Coordinating Committee on Fats and Oils, ca. 1941; suggestions from private sources for price regulations; copies of War Food Administration orders relating to fats and oils; photographs of a castor-oil factory; and a list of importers and packers of olive oil. Arranged in part by type of material and in part by commodity or subject. A list of folder titles prepared by the OPA is available.



RECORDS OF THE SECTION ATTORNEY. 1942-45. 2 ft. 454

Consist of copies of documents prepared or received by Arthur A. Abrams and James L. Walter, respectively. They include petitions for amendments to Maximum Price Regulation 53, drafts of amendments, interpretations of the regulation, pricing orders, protests against price actions, and related memoranda and correspondence. Arranged alphabetically by commodity and thereunder by type of material except for some general records relating to Maximum Price Regulation 53, which are at the end of the series.

DOCKETED CASE FILES. 1942-45. 10 in. 455

Include applications for price determinations and price adjustments, protests against price actions, and petitions for amendments to regulations, together with related orders, studies, memoranda, and correspondence. The case files are arranged alphabetically by name of company.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1943-45. 3 in. 456

Include minutes of meetings, studies, memoranda, and correspondence, relating to the organization and operations of industry advisory committees for various branches of the fats and oils industry. Arranged alphabetically by name of commodity except for general records relating to the committees and summaries of conferences with representatives of other Government agencies and industry members, which are at the beginning of the series.

GENERAL CORRESPONDENCE. 1941-46. 2 ft. 457

Memoranda and correspondence with field offices, other Government agencies, and industry members embodying interpretations of regulations and progress reports or relating to proposed regulations, meetings and conferences, industry surveys, freight rates, shortages of fats and oils, requests for price determinations, operational procedures, the Section's workload, personnel administration, and other matters pertaining to the functions and activities of the Section. Unarranged except for some interpretations of regulations and correspondence relating to cottonseed crushers and to a compliance investigation of lard processors, which are at the beginning of the series.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 2 in. 458

Relates chiefly to the acquisition of industry data and the pricing problems of individual companies. Arranged by region number.

CONGRESSIONAL CORRESPONDENCE. 1942-43. 1 in. 459

Chiefly copies of outgoing, with some incoming, correspondence with Members of Congress relating to Price Schedule (later Maximum Price Regulation) 53. Arranged alphabetically by name of Congressman.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1942-46. 2 in. 460

Chiefly copies of outgoing, but including some incoming, correspondence with the Commodity Credit Corporation, the Board of Economic Warfare, the War Department, the War Food Administration, and other Government agencies, relating to proposed price regulations and subsidies, purchases and sales of oil by the agencies, acquisition of industry data, and other matters



pertaining to the regulation of fats and oils. Arranged alphabetically by name of agency.

CORRESPONDENCE OF JAMES P. CAVIN. 1941-42. 1 in. 461

Mr. Cavin was Associate Price Executive of the Food and Food Products Branch. His records include memoranda and letters dealing chiefly with proposed regulations for fats and oils. Unarranged.

PRESS CLIPPINGS. 1941-42. 1 in. 462

These clippings from newspapers and trade journals contain price and sales data on fats and oils. Arranged chronologically.

### Records of the Poultry, Eggs, and Dairy Products Price Branch

#### Records of the Poultry and Eggs Section

GENERAL RECORDS. 1942-46. 10 in. 463

Include statistical studies of poultry and egg production; interpretations, protests, and petitions relating to Maximum Price Regulations 269 and 333; copies of minutes of the Poultry and Egg Procurement Board of the Food Distribution Administration of the Department of Agriculture; a report on "Live Poultry in New York City"; and correspondence with Members of Congress relating to complaints about the administration of regulations. Arranged by type of material.

PRICE ACTION FILE. 1943-46. 1 ft. 464

Includes analyses and summaries of proposed regulations and amendments to approved regulations, drafts of regulations, memoranda relating to price policies and the administration of regulations, correspondence with other Government agencies and with private firms relating to the operations of the regulations, weekly progress reports of the Section, and a history of price control over poultry and egg products during World War II. Arranged by type of material.

#### RECORDS CONTAINING ECONOMIC DATA ON THE POULTRY AND EGG INDUSTRY.

1942-45. 10 in. 465

Mainly records that were assembled in the process of preparing studies of the poultry and egg industry. These studies were compiled in connection with the preparation and operation of maximum price regulations and amendments. The records in this series include economic briefs and accounting studies on eggs and poultry; a wholesale food margin study; cost and price studies of quick-frozen, eviscerated, drawn, and dressed poultry and shell, frozen, and dried eggs; and papers containing financial data on dairy, poultry, and egg companies. Arranged by type of material.

RECORDS RELATING TO POULTRY AND EGG COMMODITY PROGRAMS. 1942-46. 2 ft. 466

Relate mainly to the development and administration of price policies with regard to eggs and fresh and processed poultry. They include correspondence and memoranda dealing with administrative and compliance problems,



suggestions for changes in regulations and for decontrol, and cost studies dealing with various aspects of poultry and egg production and distribution. Arranged by name of commodity or type of wholesaler (hotel, ship chandlers, general, and Government procurement).

REQUESTS FOR PRICE DETERMINATION. 1943-46. 4 in. 467

Letters requesting price determinations for various kinds of canned poultry, with related reports, memoranda, and work papers. Arranged alphabetically by name of company.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 1 in. 468

Applications for price adjustment under Maximum Price Regulation 269 for various kinds of canned poultry, with related reports, memoranda, and work papers. Arranged alphabetically by name of company.

PROTESTS AND PETITIONS. 1942-47. 1 in. 469

Copies of protests against regulations and orders and petitions for amendments to regulations, together with related memoranda and letters, submitted by raisers, processors, and distributors of poultry. Unarranged.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-45. 10 in. 470

Relates mainly to revisions and interpretations of Maximum Price Regulations 269 and 333. Copies of proposed regional orders and company case files that were referred to the national office are filed with the correspondence. Arranged by region number.

MISCELLANEOUS CORRESPONDENCE. 1942-45. 4 in. 471

Mainly memoranda relating to enforcement of the poultry and egg program and interpretations of Maximum Price Regulations 117, 269, and 333. Arranged chronologically except for one folder of congressional correspondence, which is at the end of the series.

#### Records of the Fluid Milk and Dairy Products Section

CORRESPONDENCE RELATING TO POLICY AND PROCEDURE. 1942-46. 4 in. 472

Mainly correspondence with the Office of Economic Stabilization, the War Food Administration, and the Department of Agriculture relating to wartime and reconversion milk policies and regulations. Arranged by type of material.

PRICE ACTION FILE. 1942-46. 2 ft. 473

Includes analyses, summaries, and drafts of proposed regulations and amendments to approved regulations, policy memoranda, and correspondence with other Government agencies relating to the operations of the regulations. Arranged by type of material.

RECORDS CONTAINING ECONOMIC DATA ON THE MILK INDUSTRY. 1940-46. 2 ft. 474

Consist chiefly of reports, letters, memoranda, and tabulations, relating to the development and administration of national and regional



regulations for milk, cream, and ice cream. Included also are accountants' cost studies and worksheets and other financial papers relating to milk and ice-cream production, distribution, and consumption; dairy reports; milk sales studies; local price studies; and price studies for cream and cottage cheese. Arranged by type of material.

REGIONAL MILK ORDERS. 1942-46. 2 ft.

475

Copies of regional milk orders, with related memoranda and reports, issued under Maximum Price Regulations 280 and 329 and the General Maximum Price Regulation. Arranged by region.

PROTESTS AND PETITIONS. 1942-46. 7 ft.

476

Formal petitions for amendments to regulations and protests against regulations and orders, submitted by milk producers and distributors, together with related memoranda, letters, reports, and financial papers. One part, for 1942-43, is arranged alphabetically by name of State, and the other, for 1942-46, is arranged by region number.

CORRESPONDENCE OF THE LEGAL DIVISION. 1942-46. 1 ft.

477

Mainly correspondence of Ethel Goldenweiser and Leo Sheiner, Principal Attorney and Chief Counsel, respectively, in the Milk, Cream, and Ice Cream Section, and their predecessors, relating to interpretations of price regulations, complaints, and requests for price adjustment. Arranged by type of material.

RECORDS RELATING TO PROCEDURES FOR ADJUSTING MILK PRICES. 1943-45. 1 in.

478

Memoranda, with related studies and charts, dealing with procedures for processing applications requesting adjustments in milk prices in communities with a population of more than 25,000 or less than 2,500. Arranged by type of material.

PRICE FILINGS BY ICE CREAM MANUFACTURERS. 1945-46. 7 in.

479

Reports (OPA Form 639-2433) filed in accordance with Maximum Price Regulation 577, together with related correspondence. The reports contain data on the food content and prices of ice cream, ice-cream mix, ice milk, and ice milk mix. Arranged by region in which the manufacturer was located.

RECORDS RELATING TO THE FOOD ADVISORY COMMITTEE FOR DAIRY PRODUCTS.

1943-45. 1 in.

480

Summaries of meetings of the committee representing milk producers and distributors, together with related memoranda, letters, and membership lists, regarding the enforcement and administration of War Food Administration orders and general problems affecting the industry. Unarranged.

RECORDS RELATING TO PUBLIC HEARINGS. 1942-46. 10 in.

481

Mainly transcripts of public hearings held by State milk commissions regarding conditions affecting the production, marketing, and distribution of milk in Statewide and local areas. Also included are a study of Government regulation of fluid-milk prices and transcripts of meetings attended



by national and field personnel of the OPA to consider fluid-milk and ice-cream pricing problems. Unarranged.

MISCELLANEOUS CORRESPONDENCE. 1944-45. 4 in. 482

Correspondence with war emergency agencies (such as the Office of Economic Stabilization and the War Food Administration), regional offices, and milk producers and distributors, relating to local pricing problems. Unarranged.

Records of the Manufactured Dairy Products Section

PRICE ACTION FILE. 1943-46. 5 in. 483

Includes analyses and summaries of proposed regulations and amendments to approved regulations, drafts of regulations, memoranda relating to price policies and the administration of regulations, correspondence with other Government agencies relating to the operation of the regulations, and charts showing the production and prices of butter, cheese, and other dairy products. Arranged by type of material.

RECORDS CONTAINING ECONOMIC DATA ON THE MANUFACTURED DAIRY PRODUCTS INDUSTRY. 1942-46. 1 ft. 484

Consist chiefly of studies of the manufactured dairy products industry that were compiled in the process of preparing and operating maximum price regulations and amendments. Included are economic briefs on bulk butter, sweet butter, different kinds of cheese, dried whole milk, casein, whey powder, animal feeds, malted milk, evaporated milk, and whole milk powder; cost studies and profit-and-loss statements for companies in the industry; reports of base-period prices; and applications for price adjustments, with related correspondence. Arranged by type of material.

AFFIDAVITS PERTAINING TO THE CHEESE SUBSIDY. 1946. 1 ft. 485

Affidavits and completed copies of OPA Form 6038-2703, submitted by persons owning more than 1,000 pounds of cheddar cheese in accordance with Amendment 44 to Maximum Price Regulation 289. A tax on the net inventory was payable to the Commodity Credit Corporation as a cheese subsidy refund. The records are arranged as follows: (1) affidavits and copies of OPA Form 6038-2703, submitted by Wisconsin cheese producers; (2) copies of OPA Form 6038-2703, with related correspondence, arranged numerically by OPA region and thereunder alphabetically by name of State; and (3) a list of checks sent to the Commodity Credit Corporation.

AFFIDAVITS PERTAINING TO THE BUTTER SUBSIDY. 1945-46. 1 ft. 486

Office of War Mobilization and Reconversion Directive 83 required from producers of more than 1,000 pounds of butter affidavits stating the total butter inventory on hand and the amount due the Government as a butter subsidy refund. The records are arranged as follows: (1) copies of OPA Form 26-630F, with related correspondence, arranged numerically by OPA region number and thereunder alphabetically by name of State; (2) affidavits, with related correspondence, from large national companies; (3) butter subsidy refund tables; (4) general correspondence relating to the



butter subsidy; (5) lists of second affidavits filed; (6) inventories filed by sellers having less than 1,000 pounds in stock; and (7) lists of approved butter claims.

APPLICATIONS FOR ADJUSTMENTS IN CHEESE PRICES. 1945-46. 10 in. 487

Chiefly letters received from cheese manufacturers and distributors, relating to their applications for price adjustments. Arranged alphabetically by name of company.

Records of the Wholesale-Retail and Fruit and Vegetable Price Branch

PETITIONS AND PROTESTS. 1943-46. 5 in. 488

This is a sample of case files relating to petitions for amendments to the General Maximum Price Regulation, Food Products Regulation 1, and Maximum Price Regulations 152, 185, 233, 271, 285, 306, 426, and 428, and to protests against orders issued under the regulations. Arranged by regulation; a brief history of the Wholesale-Retail and Analysis Section is at the beginning of the series.

Records of the Fresh Fruit and Vegetable Section

PRICE ACTION FILE. 1943-46. 3 ft. 489

Includes analyses of proposed, and summaries of approved, price actions; drafts of regulations; memoranda dealing with price policies; and correspondence with the Office of War Mobilization and Reconversion, the Office of Economic Stabilization, and the Department of Agriculture, relating to the coordination of various food programs. Most of the records are in case files containing documents on particular amendments to regulations; the remaining records are arranged by type of material.

GENERAL RECORDS RELATING TO COMMODITY PROGRAMS. 1942-46. 9 ft. 490

Consist of reports, studies, memoranda, letters, maps, tabulation sheets, work papers, and reference materials, accumulated in the process of preparing and administering regulations pertaining to fresh fruits and vegetables. Included are memoranda showing the development of price policies; studies of the productive, distributive, and financial aspects of the fruit and vegetable industry; correspondence with Members of Congress, agricultural colleges, and industry members relating to policy determinations; and reports by State Department attachés on the foreign trade aspects of the industry. Arranged in two groups (fruits and vegetables) and thereunder alphabetically by name of commodity.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1944-46. 6 in. 491

Consist chiefly of letters and memoranda relating to the operations of 20 committees representing distributors of fresh fruits and vegetables, but include also minutes of meetings and membership lists of some of the committees. Arranged alphabetically by subject.

RECORDS CONTAINING DATA ON DISTRIBUTIVE MARGINS. 1943-46. 1 ft. 492

Consist chiefly of reports, memoranda, charts, and tabulation sheets, containing cost, price, and production data assembled to determine fair



distributive margins for the fruit and vegetable industry. Included also is correspondence containing comments on food subsidy programs, the effect of price control on the price index of the Bureau of Labor Statistics, and the adequacy of margins granted by the OPA. Arranged by subject.

RECORDS RELATING TO THE MARKETING OF PRODUCE. 1944-46. 5 in. 493

Most of these records were the byproduct of the application of Directive 24 of the Office of Economic Stabilization, dated Dec. 6, 1944, which required the OPA to establish maximum prices for distributors of fresh fruits and vegetables by means of dollar-and-cents, markup percentage, or basing-point methods. Included are minutes of conferences, letters, and memoranda that contain either background information on the directive or information on its application by the OPA; reports, publications, charts, and tabulation sheets containing data on marketing channels, wholesaler and retailer margins, and transportation costs; and correspondence relating to the pricing problems of individual companies. Arranged alphabetically by subject.

INTEROFFICE MEMORANDA. 1943-46. 5 in. 494

Contain information on the formulation of regulations, the interpretation of regulations, proposals for decontrolling various commodities, proposed work programs of the Section, and distributive margins in the fruit and vegetable industry. Unarranged.

CORRESPONDENCE RELATING TO CROP SURVEYS. May 1945-Jan. 1946. 1 in. 495

Consists of interoffice memoranda and correspondence with Members of Congress, the Office of Economic Stabilization, the State Department, and the Agriculture Department, relating to surveys conducted to determine the expected yield of various fruits and vegetables. Unarranged except for a list of reports on special crop surveys made by the Department of Agriculture, which is at the beginning of the series.

CORRESPONDENCE RELATING TO THE "DISASTER" PROVISION OF THE EMERGENCY

PRICE CONTROL ACT. 1944-46. 2 in. 496

Interoffice memoranda and correspondence with the Office of War Mobilization and Reconversion, the Office of Economic Stabilization, the War Food Administration, and the Department of Agriculture, relating to OPA policies with regard to the administration of section 3 of the Emergency Price Control Act of 1942, as amended, which required the OPA to adjust maximum prices of any fresh fruit or vegetable to make allowances for substantial reductions in crop yields. Unarranged.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1944-46. 2 in. 497

Correspondence with the Office of War Mobilization and Reconversion, the Office of Economic Stabilization, the War Food Administration, and the Department of Agriculture, containing comments on proposed regulations or on the operations of approved regulations. Unarranged.

Records of the Processed Fruit and Vegetable Section

GENERAL RECORDS. 1942-45. 10 in. 498

Include memoranda relating to price policies, suggested amendments to



regulations, and the pricing of food transported by air; correspondence relating to complaints against regulations and the inclusion of storage charges in the cost of processing food; work papers relating to the preparation of regulations; tabulations and graphs on price trends; a cost-price study of the apple-cider vinegar industry; and reference publications on the processed food industry. Arranged alphabetically by subject.

PRICE ACTION FILE. 1943-46. 6 in.

499

Includes economic briefs prepared as background material for the formulation of price regulations, memoranda dealing with and analyses of proposed regulations, cost-price reports submitted in accordance with Maximum Price Regulation 152, and tabulations of "defaulted prices under Supplement 6 to Food Products Regulation 1." Arranged by type of material.

GENERAL CORRESPONDENCE. 1940-46. 10 in.

500

Interoffice memoranda and correspondence with the Office of War Mobilization and Reconversion, the Office of Economic Stabilization, the Department of Agriculture, OPA field offices, industry advisory committees, and private individuals, relating chiefly to proposed regulations, subsidy programs, grading problems, earning standards in the processed food industry, decontrol proposals, requests for price determinations, meetings with industry members, the submission of reporting forms, and inconsistencies discovered in the forms. Attached to some of the letters are related reporting forms. Unarranged.

LEGAL MEMORANDA. 1943-46. 4 in.

501

Chiefly memoranda received or prepared by Reed Dickerson, Chief Counsel of the Branch, and his successor, Katherine Hall, but including also correspondence of other staff members with the Office of Economic Stabilization and private individuals. They embody interpretations of regulations or relate to proposed regulations, the legality of price actions, pricing methods provided in regulations, price adjustment procedures, complaints against regulations, and marketing practices. Unarranged.

CORRESPONDENCE RELATING TO DECONTROL PROGRAMS. 1944-46. 1 in.

502

Interoffice memoranda and correspondence with the Office of Economic Stabilization and private individuals, relating to proposals for the decontrol of pickles, baby food, and canned soup. Arranged chronologically.

CORRESPONDENCE WITH FIELD OFFICES. 1944-45. 4 in.

503

Memoranda sent to or received from regional and district offices, relating chiefly to the submission of reporting forms by individual companies. Unarranged.

RECORDS CONTAINING ECONOMIC DATA ON THE FOOD PROCESSING INDUSTRY.

1942-46. 26 ft.

504

Chiefly memoranda, letters, reports, questionnaires, tabulation sheets, and work papers, containing production, cost, sales, and price data for individual firms or for entire branches of the industry, but include also letters and memoranda showing OPA policies with regard to the industry.



Arranged by type of process, as frozen, canned, and miscellaneous (condiments, preserves, and mixes), and thereunder by name of commodity.

RECORDS RELATING TO COST SURVEYS. 1942-44. 10 ft. 505

The surveys were apparently conducted in response to complaints by processors that the prices set by regulations were not "fair and equitable." The records include case files dealing with petitions for changes in the regulations; memoranda and reports on survey procedures; a "Published Statement by the California Fruit and Vegetable Canning Industry to the OPA," 1945; minutes of meetings of industry advisory committees reflecting their pressure for higher prices; summary studies of the industry; tabulations of cost, sales, production, and price data for individual companies; completed questionnaires containing wage and inventory data; lists of companies included in the surveys; and price bulletins of the Cannery Industry Board, 1938-40. The tabulation sheets are arranged by name of commodity concerned; the questionnaires are arranged by State; and the remaining records are arranged by subject or type of material.

RECORDS RELATING TO WAGE-RATE SURVEYS. 1943-45. 3 ft. 506

The surveys were conducted to determine the effect of wage increases on costs and profits. The records include copies of National War Labor Board orders increasing wages in various food processing establishments; correspondence relating to requests for price adjustments to cover the increased wages; completed copies of OPA Form 633-2212, Cost of 1944 Wage Rate Increases Under Directive Orders of the National War Labor Board; tabulations of wage data; and several summary studies embodying the data. Arranged by State or type of material.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1944-46. 9 in. 507

Chiefly memoranda and correspondence with industry members concerning the activities of the committees. Included also are minutes of meetings of several of the committees, reports submitted to them, membership lists, and copies of transcripts of conferences held with manufacturers of preserves, jams, and jellies (July 23, 1942) and spaghetti and baked beans (Apr. 12, 1943). Arranged alphabetically by name of commodity.

DOCKETED CASE FILES. 1943-46. 2 ft. 508

Include orders, correspondence, and memoranda relating to applications for price adjustments or amendments to regulations and protests against price actions. The case files are arranged alphabetically by name of company.

REQUESTS FOR PRICE DETERMINATIONS. 1943-46. 10 ft. 509

Letters received from food processors requesting price determinations for their products, together with related correspondence, memoranda, and price orders. Arranged by regulation (General Maximum Price Regulation, Maximum Price Regulations 152, 181, 185, 197, 226, 298, 306, 409, 427, 473, 475, 488, 493, and 498, and the Food Products Regulation) and thereunder alphabetically by name of company.



PRICE FILINGS BY FOOD PROCESSORS. 1942-46. 7 ft. 510

These price reports were submitted to the OPA in questionnaire or letter form. Cost and sales data are usually contained in the reports to reveal the methods used in determining the prices quoted. Some tabulations of the data are interfiled with the reports. Arranged by type of processor and thereunder alphabetically by name of company.

Records of the Wholesale-Retail Section

GENERAL RECORDS. 1942-45. 5 ft. 511

These records were apparently maintained by the Section Head and his predecessors, the Head of the Retail Distribution Section of the Food and Food Products Branch and, later, Chief of the Distribution Branch of the Food Price Division (Charles H. Fleischer, Max A. Christopher, George Taylor, Edward F. Phelps, Raymond F. Meserve, and George A. Sterling, successively). Significant materials formerly maintained by Morris L. Levinson and Milton Quint, successively Chief Counsel of the Distribution Branch, are also interfiled in this series. The records include analyses of proposed regulations, interpretations of approved regulations, policy and procedural memoranda, a history of the food margin survey of 1942 (see entry 516), a study of the markup provisions of several regulations, correspondence reflecting the attitude of business toward the regulations, financial studies of various types of distributive establishments, reports on conversations with Congressmen, progress reports prepared by branches of the Food Price Division, copies of speeches by staff members, a handbook prepared by the Arkansas Wholesale Growers' Association on price control provisions, and reports on field trips. The memoranda relate to such topics as the organization and functions of the Distribution Price Branch (later the Wholesale-Retail Fruit and Vegetable Price Branch), staff meetings, proposed regulations and amendments, the community pricing program, price adjustment procedures, field office responsibilities for the programs, industry surveys, compliance programs, pricing practices of company stores, consumers' food prejudices, marketing techniques, a conflict between OPA regulations and a Montana fair-trade law, and markup problems involving primary distributors (intermediate sellers between the processor and the wholesaler, who, in contrast to brokers, take title to the merchandise). Arranged in part by subject or type of material and in part alphabetically by subject.

GENERAL CORRESPONDENCE. 1943-45. 10 in. 512

Memoranda and correspondence with field offices, the Office of War Mobilization and Reconversion, the Office of Economic Stabilization, the War Food Administration, the Department of Agriculture, and private industry, relating to significant aspects of the pricing program for food distributors. Unarranged.

PRICE ACTION FILE. 1942-45. 10 in. 513

Includes memoranda reflecting the development of OPA policies with regard to food distribution, economic studies prepared to supply background



data for regulations, analyses of proposed regulations, drafts of the regulations, and correspondence and reports relating to industry advisory committees representing food distributors. Arranged by subject or type of material.

RECORDS CONTAINING ECONOMIC DATA ON THE FOOD DISTRIBUTING INDUSTRY.

1942-45. 13 ft.

514

This series is similar to that described in entry 504. It includes numerous reports and questionnaires containing data on distributive practices and markups; special studies on company and noncompany stores in four mining areas, ship chandlers, limited-price variety stores, the prices of fresh fruits and vegetables selling under ceiling at wholesale and not fixed at retail; and memoranda on plans for standardizing meat cuts and on evaluations of the fresh fish community pricing program. The records are in two groups, the first consisting of records that relate chiefly to fruits and vegetables, groceries, and dairy products, and the second of records that relate chiefly to meat, poultry, fats, oils, and various processed foods. Some general studies of the industry, 1943-45, are at the end of the series.

RECORDS RELATING TO A SURVEY OF RETAIL PRICES. 1945-46. 15 ft. 515

The survey was conducted by field personnel in selected cities to determine the relationship between prevailing and ceiling prices, as well as to investigate the price behavior of items suspended or exempted from control. The records are grouped as follows: (1) reports on plans for the survey and instructions to field offices on its operation; (2) tabulations of price deviations; (3) weekly summaries of price data; (4) monthly summaries of price data; (5) summaries of price data arranged by commodity; (6) monthly tabulations received from field offices; and (7) weekly tabulations received from field offices.

TABULATIONS OF DATA ON FOOD MARGINS. 1942-43. 10 ft. 516

Relate to surveys conducted in 1942 and 1943 by the OPA in cooperation with the Bureau of Labor Statistics to determine whether food distributors received a "fair and equitable" margin above cost. The records are in three groups, as follows: (1) tabulations, with related graphs, revealing the frequency and distribution of gross margins for wholesalers and retailers, arranged alphabetically by name of commodity; (2) tabulations of cost, price, and margin data, arranged by commodity and thereunder by type of establishment; and (3) form reports submitted by fruit and vegetable wholesalers and tabulations similar to those in group 1, unarranged. Instructions for conducting the surveys are at the end of the series.

DOCKETED CASE FILES. 1942-45. 3 ft.

517

Include orders, memoranda, reports to the Board of Review, and correspondence, relating to applications for price adjustments, petitions for amendments to regulations, and protests against price orders. The case files are arranged alphabetically by name of company except for some unarranged material at the end of the series.



APPLICATIONS FOR RECLASSIFICATION. 1943-44. 3 in. 518

These are applications (OPA Forms 247 and 6811-1) submitted by grocers in groups 3 (independents grossing between \$50,000 and \$250,000 annually) and 4 (chain stores grossing under \$250,000 annually) for reclassification to group 1 (independents grossing under \$20,000 annually) on the assertion that their normal markups were similar to those of the retailers in group 1. Related reports prepared by OPA accountants are attached to the applications. Unarranged.

ACCOUNTING STUDIES. 1944-45. 2 in. 519

These are financial studies of individual companies, prepared by OPA accountants in connection with enforcement investigations. Arranged alphabetically by name of company (M-L).

#### Records of the Community Pricing Section

Five linear feet of relatively significant records of the Section are among the records of the Policy Analysis Branch of the OPA (described on p. 33 of Reference Information Paper No. 43, Materials in the National Archives Relating to the Historical Programs of Civilian Government Agencies During World War II).

INDEX TO COMMUNITY PRICING ORDERS. 1943-46. 10 ft. 520

Consists of cards (OPA Form 638-300), 3" x 5", containing descriptions of the areas covered by the pricing orders, the effective dates of the orders, and the dates of their revocation. The cards are arranged according to commodity groups as follows: (1) dry groceries at retail, (2) beer, (3) butter and cheese, (4) eggs at retail, (5) fresh fish at retail, (6) dry groceries at wholesale, (7) fresh fruits and vegetables, and (8) poultry at retail. The cards in each group are arranged by region number and thereunder alphabetically by name of community.

COMMUNITY PRICING ORDERS. 1943-46. 75 ft. 521

These orders were issued in accordance with General Order 51, which authorized regional and district offices to fix dollar-and-cents prices for foods enumerated in orders issued pursuant to the General Order. Attached to each order is a copy of the related price list which each wholesaler or retailer was required to post for public examination. Arranged by commodity classification (retail fresh fruits and vegetables, retail dry groceries, wholesale dry groceries, retail poultry, retail eggs, retail butter and cheese, retail fresh fish, and retail malt beverages), thereunder by region number, thereunder alphabetically by name of city, and thereunder chronologically.

INSTRUCTIONAL MATERIALS. 1944-46. 1 ft. 522

Consist chiefly of summaries of regional conferences for the exchange of information on the community pricing program, copies of "Price Operating Instructions" dealing with the program, memoranda containing procedural information or relating to the publication of price posters, copies of sample posters, and lists of promotional materials, but include also summaries of price adjustment statistics relating to the program. Arranged by type of material.



FIELD STATISTICAL REPORTS AND SURVEYS. 1944-46. 5 ft. 523

Include field reports containing general statistical data on the operation of the community pricing program (orders issued, population of area, number of firms, and the like), memoranda and questionnaires relating to proposed and approved surveys of market reactions to the program, questionnaires containing cost and sales data of individual wagon wholesalers in Region I, and tabulations of price and markup data reported by district offices. Arranged by commodity or type of material.

CORRESPONDENCE WITH REGIONAL OFFICES. 1943-46. 1 ft. 524

Memoranda and teletypes addressed to or received from regional offices, relating to policy and procedural problems with regard to the community pricing program. Arranged by region number and thereunder chronologically.

READING FILE. Feb. 1944-Feb. 1946. 1 in. 525

Consists of copies of outgoing interoffice memoranda, letters sent to regional offices, and several letters sent to private individuals, relating to the administration of General Order 51. Included is a memorandum of July 25, 1944, analyzing the value of community pricing files for historical research. Arranged chronologically.

COST DATA CARDS FOR REGION V. 1945-46(?). 24 ft. 526

These are cards (OPA Form 638-550), 5" x 8", containing cost and price data for dry groceries sold at wholesale and retail. Arranged alphabetically by name of district office, thereunder by type of seller, and thereunder alphabetically by name of commodity.

## RECORDS OF THE FUEL PRICE DIVISION

### Records of the Petroleum Price Branch

POLICY DOCUMENTATION FILE. 1941-46. 5 in. 527

Includes memoranda, letters, copies of speeches, and other records relating to the development of petroleum price policies. Arranged by subject except for a history of the policies (ca. Dec. 1942), which is at the beginning of the series.

STAFF MEMORANDA. 1941-46. 10 in. 528

Copies of memoranda prepared by the Director and Associate Director of the Fuel Price Division and by members of the Petroleum Price Branch for the internal use of the Branch or for communication with other units of the OPA. They relate to policy determinations with regard to various branches of the petroleum industry and to specific problems pertaining to the administration of regulations. Arranged alphabetically by name of author or recipient.

INTEROFFICE MEMORANDA. 1943-46. 3 in. 529

Relate to various policy matters, proposals for the decontrol of petroleum products, field office operations with regard to petroleum, enforce-



ment drives, and the acquisition of industry data. In two groups, each arranged chronologically; the second group consists of memoranda prepared by or addressed to the Chief Counsel, W. Page Keeton and Benjamin Ellenbogen, respectively.

HISTORICAL MATERIALS. 1942-46. 2 in.

530

Copies of general memoranda, brief chronologies, and procedural memoranda assembled for the preparation of histories of the Branch. Unarranged.

REGIONAL CORRESPONDENCE. 1942-46. 3 ft.

531

Consists of memoranda and teletypes addressed to or received from regional offices, relating chiefly to proposed regulations, interpretations of approved regulations, compliance investigations, the collection of industry data, pricing problems of individual companies, and personnel matters. Arranged by region number and thereunder chronologically.

CONGRESSIONAL CORRESPONDENCE. 1941-43. 10 in.

532

Mainly letters received from Members of Congress, with copies of replies, requesting information on various aspects of the pricing program for petroleum and relating chiefly to requests by industry members for increased margins. The letters are arranged alphabetically by name of Congressman; copies of minutes of, and statements submitted to, congressional committees dealing with petroleum prices (1942-45) are at the beginning of the series.

CORRESPONDENCE WITH OTHER GOVERNMENT AGENCIES. 1942-46. 8 in.

533

Relates to proposed regulations, interpretations of approved regulations, compensatory adjustment payments to fuel-oil sellers subject to higher than normal transportation costs because of the oil-tanker shortage, pricing problems of procurement agencies, and supply and demand estimates. Arranged alphabetically by name of agency.

GENERAL RECORDS OF W. PAGE KEETON, CHIEF COUNSEL. 1942-46. 2 ft.

534

Chiefly memoranda, correspondence, and reports relating to such matters as price adjustment policies, enforcement problems, alleged violations of the Sherman Anti-Trust Act, war-risk insurance, classification problems in the petroleum industry, and the operations of the industry. Included also are pertinent reference materials and memoranda and correspondence reflecting the development of policies with regard to carbon black, fuel oil, gasoline, lubricants, and natural gas. Arranged alphabetically by subject.

PRICE ACTION FILE. 1941-46. 4 ft.

535

Consists of drafts of regulations and amendments, memoranda, and work papers showing the development of Temporary Maximum Price Regulation 11, Price Schedules 42, 72, and 88, and Maximum Price Regulations 88, 137, 165, 166, 323, 436, and 510. Arranged by regulation in the order mentioned.

RECORDS RELATING TO INTERPRETATIONS OF MAXIMUM PRICE REGULATION 88.

1944-46. 5 in.

536

Consist of requests by private firms for interpretations of the regulation, together with copies of replies. Arranged alphabetically by name of company making the request.



RECORDS RELATING TO INTERPRETATIONS OF MAXIMUM PRICE REGULATION 137.

1942-45. 3 in.

537

Consist of requests by private firms for interpretations of the regulation, copies of replies, and interoffice memoranda embodying the interpretations. Unarranged.

RECORDS CONTAINING ECONOMIC DATA ON THE PETROLEUM INDUSTRY. 1941-46.

8 ft.

538

These records were apparently accumulated by the Research and Statistics Section of the Petroleum Price Branch. They consist chiefly of memoranda, correspondence, tabulations, charts, graphs, and other materials containing capitalization, cost, production, sales, price, and realization data on the industry. Also included are correspondence with other Government agencies relating to war-risk insurance and the war needs for petroleum; memoranda relating to the preparation of a history of the petroleum price program; a study of the quality of gasoline sold in the District of Columbia, Boston, and Chicago; reports on subsidies and supply-demand trends; mailing lists; and a reading file of outgoing letters and memoranda prepared by Thelma B. Myers, Section Head, 1944-46. In two groups, one consisting of legal-size folders and the other chiefly of letter-size folders. The records in each group are arranged alphabetically by subject.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1942-46. 1 ft. 539

Reports, memoranda, correspondence, and membership lists reflecting the administration and operation of the National Refiners' Industry Advisory Committee, the National Lubricants Industry Advisory Committee, the National Crude Oil Industry Advisory Committee, the Gas Producers' Industry Advisory Committee, the National Gasoline Plant Operators' Industry Advisory Committee, the East Coast Fuel Oil Industry Advisory Committee, the National Industry Advisory Committee for Crude Oil Producers and Refiners, the National Petroleum Advisory Committee, the Petroleum Export Committee, the East Coast Traffic Advisory Committee, the National Fuel Oils Industry Advisory Committees for Districts One and Two, the Crude Oil Price Advisory Committees for Districts Two and Three, the Industry Advisory Committees for Petroleum and Petroleum Products for Districts Four and Five, and the California Heavy Crude Oil Committee. Arranged by committee in the order mentioned; records relating to the committees in general are at the beginning and end of the series.

MEMORANDA RELATING TO LUBRICANTS. 1941-44. 1 in.

540

Contain comments on price adjustment procedures; the relative merits of including lubricants under the General Maximum Price Regulation and Price Schedule 88; the effect on automotive service stations of War Production Board Supplementary Order M-81-b, which curtailed the manufacture and sale of lubricating oil; and general economic conditions within the industry. Unarranged.

COMPANY CORRESPONDENCE RELATING TO LUBRICANTS. 1941-46. 1 ft.

541

Correspondence with industry members relating to requests by them for information on regulations or for interpretations of regulations and to



requests by the OPA for company data. Attached to the copy of the outgoing letter is the final draft initialed by various staff members. Arranged alphabetically by name of company.

CORRESPONDENCE RELATING TO PETROLEUM SPECIALTIES. 1942-46. 2 in. 542

Relates to regulations pertaining to and specifications of rust preventatives, special lubricants, solvents, antifreeze, and cutting oils. Arranged in part alphabetically by name of company and in part by subject or name of commodity.

PRICE FILINGS SUBMITTED UNDER MAXIMUM PRICE REGULATION 510. 1944. 3 ft. 543

Printed, processed, or typed price lists for lubricants and petroleum specialties. Related letters are filed with some of the price lists. Arranged alphabetically by name of company submitting the price list.

CORRESPONDENCE RELATING TO PETROLEUM CONTAINERS. 1942-46. 2 in. 544

Interoffice memoranda and correspondence with members of the petroleum industry, relating to the pricing of oil in various types of containers, with particular regard to problems arising out of the use of substitutes for the kinds of containers that required materials in short supply. Unarranged.

RECORDS RELATING TO PARAFFIN WAX. 1941-45. 8 in. 545

Include memoranda relating to the transfer of jurisdiction over paraffin wax from the Chemicals and Drugs Price Branch to the Petroleum Price Branch; reports on staff meetings conducted to discuss proposed amendments to Price Schedule 42; correspondence relating to the operation of the schedule, industry surveys, and the pricing problems of individual companies; price reports submitted by producers and distributors of the wax; and economic studies of the industry. Arranged by subject.

RECORDS RELATING TO PETROLEUM COKE. 1942-45. 1 in. 546

Consist chiefly of correspondence and memoranda relating to the operations of Maximum Price Regulations 121 and 510. A case file reflecting relations between the OPA and the Portland Gas and Coke Co. is included. Unarranged.

RECORDS CONTAINING DATA ON REFINERY OPERATIONS. 1942-43. 9 in. 547

Chiefly correspondence with the Office of the Petroleum Coordinator, the Petroleum Administrator for War, and industry members, and reports, tabulations, charts, and graphs containing financial and general economic data on petroleum refineries. Included also are some policy and procedural documentation relating to the pricing of petroleum products, lists of refineries, and a "Study of the Earnings Position of the Oil Industry, 1934-41." Arranged by district number or subject.

CORRESPONDENCE RELATING TO NAPHTHAS AND SOLVENTS. 1942-45. 2 in. 548

Consists of correspondence with industry members relating to their pricing problems or to their submission of price data. Price lists are



attached to some of the correspondence. In two groups, each arranged alphabetically by name of company.

CORRESPONDENCE RELATING TO NATURAL GASOLINE. 1942-46. 2 in. 549

This series is similar to that described in entry 548, but includes also memoranda and correspondence with the Office of the Petroleum Coordinator containing general data on the industry. Arranged alphabetically by name of institution or staff member.

RECORDS RELATING TO ASPHALT. 1941-46. 2 ft. 550

Relate to the operations of price regulations for asphalt. In five groups, as follows: (1) correspondence, 1941-42, relating to the submission of cost, sales, and price data under Price Schedule 88; arranged alphabetically by name of company; (2) general memoranda relating to asphalt production, together with copies of regulations and a list of producers, 1941-42; arranged chronologically; (3) correspondence, 1943-46, with producers of asphalt relating to Maximum Price Regulation 323; arranged alphabetically by name of company except for a memorandum dealing with a controversy between the Petroleum Price Branch and the Building Materials Price Branch with regard to jurisdiction over asphalt, which is at the beginning of the group; (4) correspondence, 1943-46, relating to tentative price filings under Maximum Price Regulation 323; arranged alphabetically by name of company; and (5) general price filings under Regulation 323, together with related correspondence, 1943-46; arranged alphabetically by name of company.

CORRESPONDENCE RELATING TO CASING-HEAD GAS. 1943-46. 10 in. 551

Relates to the pricing of casing-head (wet) gas under Maximum Price Regulations 88 or 436. Arranged by State (California, Oklahoma, and Texas) with a study of the crude oil industry in California at the beginning of the series.

CONTRACTS FOR THE SALE OF CASING-HEAD GAS. 1943-46. 5 in. 552

Copies of contracts between petroleum refiners and distributors for the sale of the gas, together with related correspondence between the seller and the OPA. Arranged alphabetically by name of State (Illinois-Wyoming).

REQUESTS FOR PRICE DETERMINATIONS FOR DRY GAS. 1943-46. 3 ft. 553

Related correspondence and copies of sales contracts are filed with the requests. Arranged alphabetically by name of State and thereunder alphabetically by name of company.

RECORDS RELATING TO FUEL OIL. 1942-46. 10 in. 554

Include memoranda relating to meetings with representatives of other Government agencies on problems arising out of the shortage of fuel oil, the income sharing plan mentioned in entry 559, and policies with regard to the pricing of fuel oil; correspondence reflecting the interest of the Office of Economic Stabilization, the Petroleum Administrator for War, and the Defense Supplies Corporation in fuel-oil matters; studies of fuel-oil supply and demand, distillate and residual fuel stocks, the significance



of fuel costs in fuel-consuming industries, and Navy grade special fuel oil and diesel oil; charts and graphs showing supply and demand data; and tabulations and work papers relating to industry surveys. Arranged by subject.

COMPANY CORRESPONDENCE RELATING TO FUEL OIL. 1942-46. 3 ft. 555

In three groups, as follows: (1) correspondence relating to requests for interpretations of regulations or for price authorizations for fuel oil submitted by integrated producers; arranged alphabetically by name of company; (2) similar correspondence (but including letters embodying criticisms of the fuel-oil price program) with nonintegrated producers, jobbers and distributors, and retailers; arranged by type of seller and thereunder alphabetically by name of company; and (3) general correspondence with producers and consumers of fuel oil relating to various aspects of the program; arranged by type of firm and thereunder alphabetically by name of company.

GENERAL RECORDS RELATING TO GASOLINE. 1941-45. 5 in. 556

Include a summary of a meeting of the Advisory Group on Supplies and Requirements of Petroleum, Feb. 20, 1942; "A Study of Gasoline Use in America With a View to Rationing Its Use," by T. Elmer Transcan, Rationing Administrator for Pennsylvania (Mar. 29, 1942; typed); instructional materials relating to gasoline rationing; and memoranda and correspondence relating to various gasoline price problems. Arranged by subject.

COMPANY CORRESPONDENCE RELATING TO GASOLINE. 1941-44. 2 ft. 557

This series is similar in content and arrangement to that described in entry 555.

RECORDS RELATING TO BUTANE AND LIQUEFIED PETROLEUM GAS. 1942-45. 10 in. 558

Consist chiefly of orders, petitions, and correspondence, with related memoranda, that document relations between the OPA and individual producers and distributors of the commodities. Arranged alphabetically by name of company except for correspondence and form reports (OPA Form 652) relating to a survey of distributors of the butane and liquefied petroleum gas, which are at the end of the series.

RECORDS RELATING TO TRANSPORTATION PROBLEMS. 1942-46. 10 in. 559

Consist chiefly of reports, studies, memoranda, letters, and work papers showing the effect of the shortage of oil tankers on freight rates for petroleum products. Included are a study of excess transportation costs due to the shortage, 1942; petitions for amendments to Price Schedule 88 that would provide for price adjustments to cover increased freight rates; maps of oil distribution centers; correspondence relating to an agreement between the OPA and the Petroleum Administrator for War designed for the reimbursement of distributors for excess freight charges to the Pacific Coast; and memoranda, correspondence with the Petroleum Administrator for War and the Reconstruction Finance Corporation, and reports by the accounting firm of Price, Waterhouse and Co. relating to a plan inaugurated in



1941 for sharing the revenue from petroleum to compensate certain oil producers and distributors for their extra transportation costs. Unarranged.

CORRESPONDENCE RELATING TO DECONTROL PROGRAMS. 1945-46. 1 in. 560

Interoffice memoranda and correspondence with private individuals relating to proposals for removing controls from petroleum and petroleum products. Unarranged.

CORRESPONDENCE RELATING TO TERMS OF SALE. 1942-44. 4 in. 561

Correspondence with petroleum refiners, distributors, and consumers, containing data on discount practices and other terms and conditions of sale. Arranged alphabetically by name of company.

RECORDS RELATING TO THE FREEZING OF PETROLEUM PRICES. Nov. 1941-Apr. 1942. 1 in. 562

Consist of memoranda, correspondence, and mimeographed issuances reflecting the development of a plan to freeze petroleum prices. Arranged chronologically.

CORRESPONDENCE RELATING TO SERVICE CHARGES. 1942-43. 2 in. 563

Memoranda, and correspondence with petroleum companies, relating to brokerage, oil-burner service, secondary oil refining, transportation, and other special service fees. Unarranged.

RECORDS RELATING TO WAGE ADJUSTMENTS. 1945-46. 3 in. 564

Consist of applications sent to the National War Labor Board and the National Wage Stabilization Board by petroleum firms for increases in wages, together with related orders, correspondence, and memoranda, that were in turn sent to the OPA in connection with requests for price adjustments. Arranged alphabetically by name of company.

DOCKETED CASE FILES. 1942-46. 5 ft. 565

Include orders, opinions, correspondence, exhibits, and financial reports relating to applications for price adjustments, petitions for amendments to regulations, and protests against price actions. The case files are arranged alphabetically by name of company.

PRICE LISTS FOR FUEL OIL SOLD FROM TANK WAGONS. 1942. 4 ft. 566

These are lists of prices, as of Oct. 1, 1941, paid to petroleum producers by dealers and consumers at various localities in each State and the District of Columbia. Arranged alphabetically by name of State except for a list of producers who submitted price lists, which is at the beginning of the series, and a folder of price lists (1943) of the Continental Oil Co., serving the Mountain States, which is at the end of the series.

"REPORT ON PETROLEUM IN THE WAR." 1943. 3 in. 567

Two carbon copies of a study of the industry prepared by the Antitrust Division of the Department of Justice, with the cooperation of the OPA.



The chapter headings are: (1) Pre-War Trends, (2) Recent Developments in Refining Techniques, (3) Product Yields and Prices, (4) East Coast Oil Crisis, (5) Price Regulation in the Petroleum Industry, and (6) A Critique of Administrative Organization and Policy. Chapter 6 is missing from both copies of the report.

PRESS RELEASES. 1941-46. 2 in.

568

Copies of mimeographed OPA press releases relating to the price control program for petroleum. Arranged chronologically.

PRICE SURVEY LISTS. 1941-42. 1 ft.

569

These price lists were requested by the OPA from oil refineries to study advances in prices in selected areas. Related correspondence is attached to the lists. Arranged alphabetically by name of company.

PRICE FILINGS UNDER REVISED PRICE SCHEDULE 88. 1942-44. 2 ft.

570

These lists of prices for petroleum and petroleum products (except asphalt), together with related correspondence, were submitted to the OPA in answer to a form letter prepared in Oct. 1942. Arranged in part alphabetically by name of company and in part alphabetically by name of State.

TENTATIVE PRICE FILINGS. 1942-46. 19 ft.

571

Are in letter form and were filed with OPA pursuant to section 1340.159 (b) of Revised Price Schedule 88, section 8.3 of Maximum Price Regulation 88, or section 16(a) of Maximum Price Regulation 510. These sections permitted sellers of petroleum products to set a tentative price provided they would report the details of the sales together with the reasons why they could not determine the proper price under the formulas established by other sections of the regulations. Copies of the related price authorizations sent to the sellers by the OPA are attached to the letters. In two groups, the first consisting of filings relating to fuel oil, gasoline, and petroleum gas, and the second of a 10-percent sample of filings for lubricants. Within each group the lists are arranged alphabetically by name of company.

RECORDS RELATING TO MARGIN SURVEYS. 1942-43. 5 in.

572

Consist chiefly of letters, reports by field investigators, and completed questionnaires, relating to a 1942 survey of margins realized by jobbers and a 1943 survey of margins realized by refiners for sales to jobbers, distributors, and commission agents. Included also are memoranda relating to the procedures for conducting the surveys, tabulations of margin data, graphs showing markup variations for a number of petroleum products, and copies of refiners' sales contracts. Arranged by survey.

PROGRESS REPORTS. 1941-46. 3 in.

573

These weekly progress reports were prepared by the Fuel Section (1941-42), the Petroleum Price Branch (1942-43), and the Fuel Price Division (1944-46). Arranged chronologically.



FORMS. 1941-46. 2 in.

574

Copies of reporting forms, survey questionnaires, and form requests for company data. Attached to each form is the related mailing list. Arranged chronologically, with a list of "public use" forms at the beginning of the series.

### Records of the Solid Fuels Price Branch

#### Records Relating to Bituminous Coal

GENERAL RECORDS. 1941-47. 6 ft.

575

Relate chiefly to the formulation and operation of Maximum Price Regulations 120 and 189, but also to the administration of the Fuel Price Division. They include memoranda reflecting the development of OPA policies with regard to bituminous coal; price schedules submitted by the Bituminous Coal Division, Department of the Interior; copies of proposed regulations prepared by the Division or the OPA; interpretations of regulations; transcripts of meetings with industry members; manuscript reports on the distribution of bunker coal; reports and tabulations containing cost, production, and realization data; studies of proposed subsidy plans and the approved compensatory adjustment plan to recompense coal distributors for increased transportation costs; memoranda and correspondence relating to the operation of the Industry Advisory Committee for the Bituminous Coal Industry, the acquisition of industry data, fuel rationing plans, the problem of depletion in cost accounting, the classification of mines, and an agreement between Harold Ickes (Solid Fuels Administrator for War) and John L. Lewis (president of the United Mine Workers of America) regarding the portal-to-portal method of wage payment; progress reports; and correspondence files of G. Griffith Johnson and J. H. Reppert, Price Executives of the Branch, and Gerald B. Gould, Head of the Fuel Section. Arranged by subject or type of material.

PRICE ACTION FILE. 1944-46. 3 ft.

576

Includes drafts of regulations, minutes of meetings with industry members, studies, memoranda, and correspondence, relating to the formulation of regulations for each bituminous coal district. Arranged by district number.

FINANCIAL STUDIES. 1942-46. 2 ft.

577

These studies of the costs, capitalization, sales, and realization of the bituminous coal industry as a whole, of various segments of the industry, and of the individual companies were prepared by the Fuel Section, a predecessor of the Fuels Price Division, or by the Accounting Department. Arranged in part by subject and in part alphabetically by name of company.

DOCKETED CASE FILES. 1943-46. 26 ft.

578

Relate to applications for price adjustments, petitions for amendments to regulations, and protests against price orders. The case files include the applications, petitions, and protests, together with related orders, opinions, memoranda, letters, and work papers. Arranged by district num-



ber and thereunder alphabetically by name of company, except for tabulations of data on the number of increases granted to mines and a docket book, which are at the beginning of the series, and correspondence relating to undocketed cases and some general records, which are at the beginning of each district file.

PETITIONS FILED UNDER MAXIMUM PRICE REGULATION 189. 1942-44. 7 in. 579

Are petitions for amendments or exceptions to the regulation establishing the price for bituminous coal used as bunker fuel. Arranged alphabetically by name of petitioner.

DISTRIBUTORS' PETITIONS. 1942-46. 10 in. 580

These are petitions for amendments to Maximum Price Regulation 120, submitted by distributors of bituminous coal to obtain price adjustments. Related correspondence and memoranda are filed with the petitions. Arranged alphabetically by name of petitioner.

DOCKET CARDS RELATING TO PROTESTS AND PETITIONS. 1942-43. 2 ft. 581

Consist of 5" by 8" cards, Bituminous Coal Division (Interior Department) Form 856, each of which contains the name of the petitioner or the protestant, the docket number, the dates that the petition or protest was received and acted upon, notes on the objective of the petition or protest, and a summary of the action taken by the OPA. Colored tabs indicating the action taken by the OPA are attached to the cards; a guide to the tabs is at the beginning of the series. The cards are in the following four groups: (1) petitions, (2) protests, (3) petitions received from distributors, and (4) uncompleted cards. Within each group the cards are arranged by district number and thereunder alphabetically by name of company.

APPLICATIONS FOR PRICE ADJUSTMENTS TO COVER SPECIAL SERVICES. 1943-46. 1 ft. 582

These applications relate to the following four types of services: (1) preparing coal for transportation by water (e.g., chartering vessels and assembling cargoes), (2) making new coal sources available to purchasers using less than 10,000 tons annually, (3) preparing strip-mined coal for sale (e.g., screening and cleaning coal), and (4) single-screening coal to conform with standards for double-screened coal. Related orders, memoranda, and correspondence are filed with the applications. Arranged by type of service in the order mentioned and thereunder alphabetically by name of company; correspondence relating to policy and procedural matters pertaining to the service is filed at the beginning of the records for each type of service.

APPLICATIONS FOR PERMISSION TO SELL CRUSHED COAL AT STRAIGHT RUN-OF-MINE PRICES. 1942-46. 4 ft. 583

These form applications were submitted in accordance with Amendments 22 and 153 of Maximum Price Regulation 120. Related correspondence and monthly lists of shipments of crushed coal are filed with the applications. Arranged by district number and thereunder alphabetically by name of company filing the application.



REPORTING FORMS FOR MINE OPERATIONS. 1943-47. 86 ft. 584

Amendment 65 of Maximum Price Regulation 120 provided that from Aug. 1943 bituminous coal mines that had previously, in compliance with the Bituminous Coal Act of 1937, been required to submit operating data (cost, realization, and tonnage) to Interior Department's Bituminous Coal Division should submit such data to the OPA on OPA Form 653-499. These completed reporting forms are arranged by calendar year (except for the combined 1943 and 1944 reports), thereunder by district office number, and thereunder alphabetically by name of company; general correspondence and reporting forms received too late for tabulation are at the beginning of some of the district files.

REPORTING FORMS OF THE DEPARTMENT OF THE INTERIOR. Aug.-Dec. 1943. 5 in. 585

Are operating reports submitted to the OPA on Bituminous Coal Division forms instead of the OPA forms mentioned in entry 584. Each type of form (Cost Form BCD 288 and Summary Report of Tonnage and Realization, BCD 350) is arranged by month and thereunder alphabetically by name of company.

SUMMARIES OF OPERATING DATA. 1943-46. 5 in. 586

These tabulation sheets (OPA Forms 653-2069 and 653-2147) contain summaries of the data contained in the reporting forms described in entries 584 and 585. Arranged by yearly quarter and thereunder by district number.

FILINGS OF INTEREST AND SERVICE CHARGES. May-Sept. 1942. 10 in. 587

These schedules of interest and service charges billed by coal distributors during the period Oct. 1-15, 1941, were filed in compliance with Maximum Price Regulation 120. Arranged alphabetically by name of distributor.

CORRESPONDENCE RELATING TO THE CLASSIFICATION OF NEW MINES. 1944-46.

33 ft.

588

This correspondence with mine operators and the National Bituminous Coal Products Industry Advisory Committee relates to requests by new mine operators for the establishment of price classifications and maximum prices for their products. Arranged mainly by district number and thereunder in the following three groups: (1) form letters prepared by the advisory committee containing its recommendations with regard to the applications, arranged chronologically; (2) copies of outgoing letters embodying the price authorizations of the OPA, arranged chronologically; and (3) company correspondence, with related memoranda, form reports, and work papers, arranged alphabetically by name of company. Correspondence relating to applications upon which final action had not been taken when coal was decontrolled on Nov. 10, 1946, is at the end of the series and arranged by district number.

#### Records Relating to Anthracite Coal

PRICE ACTION FILE. 1941-46. 1 ft. 589

Relates to the development and operations of Maximum Price Regulation



112 and includes memoranda, and correspondence with the Solid Fuels Administrator for War and the Office of Economic Stabilization reflecting the development of policies with regard to anthracite coal; transcripts of meetings with industry members called to consider the establishment of a price regulation; studies and completed questionnaires relating to surveys of the industry; drafts of the regulation; memoranda and letters relating to the Anthracite Emergency Committee of Pennsylvania and the Anthracite Committee of the Department of Commerce; proposals for decontrol of various anthracite products; and a case file relating to a protest by the Pennsylvania Power and Light Co. against increasing the prices of anthracite coal. Arranged by subject or type of material.

CASE FILES RELATING TO PENALTY PREMIUM CONTRACTS. 1942. 2 in. 590

The prewar contracts provided for the granting of premiums to anthracite collieries that produced coal with a low ash content. These case files include correspondence with the collieries, together with related memoranda and copies of purchase orders, dealing with their requests for validation of the contracts for the duration of the war. Arranged alphabetically by name of company (J-W).

CASE FILES RELATING TO OPERATING REPORTS. 1941-46. 8 in. 591

Include letters, memoranda, and special operating reports, pertaining chiefly to companies that submitted financial statements containing data substantially different from comparable firms. Arranged alphabetically by name of company.

SUMMARIES OF OPERATING REPORTS. 1941-46. 2 ft. 592

Consist chiefly of tabulation sheets containing summaries of cost and income data submitted monthly by anthracite collieries, together with lists of firms that submitted the data. Arranged chronologically except for tabulations of cost data obtained during the course of special surveys of the industry, which are at the end of the series.

APPLICATIONS FOR PRICE ADJUSTMENTS. 1942-46. 2 ft. 593

Related correspondence, memoranda, and operating reports are filed with these applications by anthracite collieries for price increases. Arranged alphabetically by name of company.

ACCOUNTING STUDIES AND WORK MATERIALS. 1942-46. 3 ft. 594

Consist chiefly of analyses of operating data submitted by anthracite collieries. The analyses were prepared in connection with applications for price adjustments or petitions for amendments to price orders. Included also are general economic studies of the industry, records relating to industry surveys, company case files pertaining to investigations of the operations of selected coal retailers, and related work papers. Arranged by name of company or subject.

MONTHLY REPORTS OF SERVICE CHARGES. May 1942-Feb. 1943. 3 in. 595

These reports of charges for special services were submitted by anthracite collieries in compliance with Amendment 47 to Maximum Price Regulation 112. Arranged chronologically by month and thereunder alphabetically



by name of colliery; several tabulation sheets containing summaries of the data in the reports are at the beginning of the series.

### Records Relating to the Retail Solid Fuels Trade

GENERAL RECORDS. 1941-46. 3 ft.

596

These records reflect the formulation, operation, and administration of price regulations affecting the retail solid fuels trade. They include memoranda and reports relating to the formulation of the regulations; correspondence with the Office of Economic Stabilization, the Interior Department, and the Solid Fuels Administrator for War on policy matters; memoranda and correspondence with field offices relating to procedural matters, requests for interpretations of regulations, industry surveys, compensatory adjustment payments for the distribution of coal in the New England area, the pricing of firewood in the Pacific Northwest, and supply and demand factors in various areas; minutes of a conference with coal dock operators, Feb. 17, 1942; tabulations of margin data pertaining to the trade; and samples of reporting forms. Arranged by subject or type of material.

RECORDS RELATING TO AREA PRICE ORDERS. 1942-46. 4 ft.

597

Reflect the formulation and operation of area price orders for solid fuel sold at retail, which were issued by regional or district offices in accordance with Maximum Price Regulation 122. The records consist chiefly of correspondence with regional offices relating to proposed price orders, price adjustment policies, payment of compensatory adjustments, supply and demand problems, industry surveys, decontrol proposals, and personnel matters. Also included are interpretations of regulations and semimonthly progress reports prepared by fuel price specialists in field offices. Arranged by region number, with some general correspondence and memoranda at the beginning of the series.

RECORDS RELATING TO MAJOR PRICE ADJUSTMENTS. 1943-46. 10 in.

598

Document the development of orders under Maximum Price Regulation 122 to authorize significant increases in the prices of coal. Included are minutes of conferences called to consider area-wide applications for price adjustments, balance sheets submitted by coal merchants, copies of contracts between coal merchants and various trade unions, copies of area price orders adjusting prices, and post-audit form reports prepared by the Solid Fuels Price Branch in connection with its review of the orders. Arranged by region number (2, 3, and 6 only).

DOCKETED CASE FILES RELATING TO PETITIONS AND PROTESTS. 1942-45. 2 ft.

599

Briefs, affidavits, reports, and correspondence relating to petitions for amendments to price orders and protests against price actions. Arranged in part by region number (1-6 only) and in part by docket number (1122-1-P to 1122-196-P, with gaps).



PETITIONS FOR PRICE ADJUSTMENTS. 1942-46. 3 ft. 600

Orders, opinions, correspondence, and memoranda relating to petitions for amendments to price orders that would authorize price increases. Arranged in part by region number and in part by docket number (3122-1 to 3122-301, with gaps).

PRICE FILINGS. 1943. 5 in. 601

This series is a sample of price schedules submitted by retail solid fuel dealers in accordance with Maximum Price Regulation 122. Arranged by State (Massachusetts, Kentucky, West Virginia, Michigan, Ohio, and Illinois) and thereunder alphabetically by name of community.

#### Records Relating to Miscellaneous Solid Fuels

PRICE ACTION FILE. 1942-46. 1 ft. 602

Relates to the formulation and operation of regulations pertaining chiefly to lignite, anthracite coal not mined in Pennsylvania, coke, petroleum coke, sea coal, and packaged fuel, but also to firewood. The records include memoranda and correspondence reflecting the development of price policies, copies of regulations and orders, a statistical study of the industry, and case files relating to applications for price adjustments. Arranged by subject or type of material.

DOCKETED CASE FILES RELATING TO PETITIONS FOR PRICE ADJUSTMENTS. 1942-46. 2 ft. 603

This series is similar to that described in entry 600. Arranged alphabetically by name of company.

#### RECORDS OF THE INDUSTRIALS PRICE DIVISION

GENERAL CORRESPONDENCE. 1942-46. 12 ft. 604

Correspondence between the staff of the Industrials Price Division and its constituent units, field offices, other Government agencies, and private organizations, maintained by the Directors of the Industrial Materials Price Division (Clair Wilcox), the Industrial Manufacturing Price Division (Donald H. Wallace) and, after the two Divisions were consolidated, the Industrials Price Division (Clarence W. Slocum, John S. Clement, and Fred C. Holder, respectively). The correspondence relates to organizational, procedural, and general administrative subjects or contains comments on the economic aspects of the production and distribution of the commodities under the jurisdiction of the Division, suggestions for the preparation of regulations, and interpretations of approved regulations. Arranged alphabetically by subject except for reports of enforcement sanctions taken and memoranda relating to protests and petitions, which are at the end of the series.

CORRESPONDENCE OF THE DIVISION COUNSEL. 1943-46. 10 in. 605

Correspondence of J. N. Cole, Division Counsel, relating to interpretations of price regulations, legislation and agency policies pertaining to price stabilization, opinions of proposed regulations, decontrol policies, and orders of other war agencies as they affected price stabilization. Arranged by subject.



HISTORICAL MATERIALS. 1940-47. 2 ft.

606

Consist of records selected for their historical value and for the value of the economic and statistical data assembled and summarized therein. They include chronologies and narrative histories of price control of various aspects of the lumber, machinery, metals, paper, and the rubber, chemical, and drug industries; histories of pertinent maximum price regulations; summaries of meetings of industry advisory committees; and economic studies. Arranged alphabetically by industry in the order mentioned.

Records of the Chemicals and Drugs Price Branch

RECORDS OF THE PRICE EXECUTIVE. 1941-46. 2 ft.

607

These records, maintained by Patrick M. Malin and George W. Strasser, successively, relate to organizational, procedural, and general administrative matters. They include organizational plans, summaries of price actions, minutes of staff meetings, weekly progress reports, outlines for industry surveys, and interoffice and regional memoranda. Arranged by type of material.

Records of the Drugs and Fine Chemicals Section

MEMORANDA MAINTAINED BY THE SECTION HEAD. 1942-46. 10 in.

608

Incoming and outgoing memoranda maintained by Frank A. Delgado and Robert G. Deupree, successively. The memoranda embody suggestions for proposed regulations and interpretations of regulations or relate to surveys of the industry, administration of the controls programs, activities of industry advisory committees, and other matters of interest to the Section. Arranged chronologically.

PRICE ACTION FILE. 1942-46. 2 ft.

609

Relates to the formulation and administration of regulations affecting the fine chemicals and drugs industries. Included are analyses and summaries of regulations, memoranda relating to price policies and the administration of regulations, correspondence with other Government agencies and with private firms relating to the operation of the regulations, accounting studies of the industries, reports of industry advisory committee meetings, copies of speeches by the Section Head, lists of maximum prices approved under Maximum Price Regulations 392 and 393, and trade association membership lists. Arranged alphabetically by subject.

RECORDS CONTAINING ECONOMIC DATA ON THE FINE CHEMICALS AND DRUGS INDUSTRY. 1941-46. 5 in.

610

Mainly records that were a byproduct of studies compiled in connection with the preparation and operation of maximum price regulations and amendments for the fine chemicals and drugs industry. Included are economic briefs on fine chemicals and drugs, a report of the Vitamin Feeding Oil Industry Advisory Committee, and a statistical report by the United States Tariff Commission on synthetic organic chemicals. Arranged by type of material.



RECORDS RELATING TO COMMODITY PROGRAMS. 1941-46. 5 ft. 611

Consist chiefly of economic and technical studies, reports, letters, memoranda, and tabulations, relating to the development and administration of price regulations for fine chemicals. Arranged alphabetically by name of commodity (amidopyrine, bismuth, caffeine, dicumarin, ipecac, penicillin, saccharin, zinc oxide, and the like).

RECORDS RELATING TO SURVEYS OF THE VITAMIN INDUSTRY. 1942-46. 8 ft. 612

Mainly economic and technical studies, reports, correspondence, and tabulations, relating to the development and administration of price regulations for various aspects of the vitamin industry. Included are studies of the processes used in the manufacture of vitamins and of the cost of handling and selling packaged articles in drug stores; economic briefs on Vitamins A, B, and C, packaged vitamins, and the capsulation of vitamins; schedules of cost, sales, and realization figures; statistical studies of the 1942 supply and demand situation; minutes of meetings of the Industry Advisory Committee for Vitamins; drafts of regulations; and copies of OPA Form Q-51, Producers' and Distributors' Questionnaire, with related correspondence. Arranged by subject or type of material.

REPORTS OF PRICE DETERMINATION. 1942-46. 1 ft. 613

A 10-percent sample of OPA Form 6812-277, Reports of Price Determination, submitted by manufacturers of new drug products made under private formula, together with related correspondence and statistical papers. Included also are statistics on sales submitted by companies in accordance with Maximum Price Regulation 282. Arranged alphabetically by name of company.

DOCKETED CASE FILES RELATING TO PETITIONS AND APPLICATIONS. 1942-44. 10 in. 614

Include letters, memoranda, accounting studies, and completed questionnaires, relating to petitions for amendments to regulations or to applications for price adjustment. The case files are arranged alphabetically by name of company.

REPORTING FORMS FOR PRICE APPROVAL OR DISAPPROVAL. 1943-46. 3 ft. 615

A 10-percent sample of OPA Form 692-308, Review Sheets for Reports and Applications. The reports and applications were filed by manufacturers in accordance with Maximum Price Regulation 392. The review sheets contain specifications and price data for each product and information about the disposition of the reports by the Section. Arranged by docket number.

REPORTING FORMS FOR PACKAGED DRUG MANUFACTURERS. 1943-46. 9 ft. 616

A 10-percent sample of OPA Form 692-253, Manufacturer's Reports of Packaged Drug Prices, which were filed in accordance with Maximum Price Regulation 392. The forms contain cost, sales, and specifications data for each packaged drug being priced. Related correspondence is filed with the forms. Arranged alphabetically by name of company.



STATISTICAL REPORTS PREPARED BY THE A. C. NEILSON CO. 1942-45. 1 ft.

617

The A. C. Neilson Co., a business research organization, offered its fact-gathering facilities and operating techniques to the Office of Price Administration for obtaining information on prices, retail gross profits, retail inventories, stock-turn, and distribution. This series contains the statistical reports compiled by the company and includes a study of frequency distribution of drug retail prices charged by retail drugstores for certain nationally advertised pharmaceutical products, tabulations of total drugstore sales for selected drug and cosmetic commodities, and reports of retail buying and selling prices and of gross profits for hair tonics, seltzer-aspirin products, cold remedies, and various "Fair Trade" items. Arranged by subject.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 10 in.

618

Relates chiefly to interpretations of regulations, price determination and price adjustment problems handled by field offices and referred to the national office, and relations with individual companies. Arranged by region number and thereunder chronologically.

COMPANY CORRESPONDENCE. 1941-46. 2 ft.

619

Relates chiefly to requests for information about regulations, applications for price adjustment, and submission of company data. Some of the letters contain data on manufacturing processes and financial operations. In four groups, of which two are arranged chronologically and two alphabetically by name of company.

#### Records of the Cosmetics and Toiletries Section

PRICE ACTION FILE. 1941-46. 2 ft.

620

This file documents the formulation of Maximum Price Regulation 393 and the amendments thereto. It includes studies of cosmetics manufacturing and merchandising problems; economic briefs and reports on various types of cosmetics; questionnaires on raw materials, filed by member companies of the Toilet Goods Association; reports of industry advisory committee meetings; interoffice and regional memoranda relating to the formulation, interpretation, and operation of regulations; and correspondence with private firms concerning price adjustments, reports of violations, submission of company data, and wholesalers' discounts and trade practices. Arranged by subject or type of material.

PRICE FILINGS. 1942-46. 5 in.

621

A 10-percent sample of price lists, with related correspondence and work papers, that were submitted by producers and distributors of cosmetics in accordance with Maximum Price Regulations 392 and 393. Arranged alphabetically by name of company.

SURVEY QUESTIONNAIRES COMPLETED BY THE COSMETICS INDUSTRY. 1942-43.

5 ft.

622

Chiefly cost and price questionnaires that were completed by manufac-



turers and distributors of cosmetics to supply the OPA with data useful in the preparation of price regulations. The forms contain descriptions of products and containers and of company trade practices, and information on costs and sales. Included also are related correspondence, worksheets, and tabulations. The questionnaires are arranged alphabetically by name of company; the correspondence, worksheets, and tabulations are arranged by type of material.

#### REPORTING FORMS SUBMITTED BY MANUFACTURERS OF PACKAGED COSMETICS.

1942-46. 10 in.

623

A 5-percent sample of OPA Form 692-254, Reports of, Or Application For, Price of Packaged Cosmetic, submitted by manufacturers in accordance with Maximum Price Regulation 393. The forms contain cost, sales, and specifications data for each packaged cosmetic being priced. Related correspondence is filed with the forms. Arranged alphabetically by name of company.

#### REPORTING FORMS FOR PRICE APPROVAL OR DISAPPROVAL. 1943-45. 2 ft. 624

Copies of OPA Form 692-308, Review Sheets for Reports and Applications, containing specifications and price data for each product and information about the disposition of the reports by the Section. The reports and applications were filed by manufacturers in accordance with Maximum Price Regulation 393. The review sheets are arranged alphabetically by name of company submitting the reports and applications.

#### Records of the Soaps and Glycerin Section

#### CORRESPONDENCE RELATING TO POLICIES AND PROCEDURES. 1943-46. 5 in.

625

Consists of memoranda relating to price policies and administrative and operational procedures, and letters relating to interpretations of regulations, requests for price adjustment, and requests for information. Arranged by type of material and thereunder chronologically.

#### STUDIES AND TABULATIONS RELATING TO INDUSTRY SURVEYS. 1941-46. 8 ft.

626

Economic briefs, reports, questionnaires, tabulations, charts, and correspondence, relating to surveys of soap and glycerin production and distribution. Arranged by subject.

#### PROTESTS AND PETITIONS. 1942-44. 5 in.

627

Copies of protests against regulations and petitions for amendments to regulations, with related interoffice memoranda and letters received from soap and glycerin manufacturers and wholesale grocers. Arranged alphabetically by name of company.

#### PRICE FILINGS. 1941-43. 5 in.

628

Price lists, with related correspondence, for private brand soaps, synthetic detergents and wetting agents, and industrial soap, submitted by soap manufacturers and distributors. Arranged by type of soap and thereunder alphabetically by name of company.



CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 2 in. 629  
Relates chiefly to interpretations of regulations and relations of the OPA with individual companies. Arranged by region number.

COMPANY CORRESPONDENCE. 1942-46. 2 ft. 630  
Relates mainly to requests for information about regulations, applications for price adjustments or determinations, and the submission of company data. Some of the letters contain copies of petitions and financial papers. Arranged alphabetically by name of company.

#### Records of the Plastics and Resins Section

RECORDS OF THE SECTION HEAD. 1942-46. 2 ft. 631  
These records, a central file for the Section, were maintained by E. V. Ladd and Archie R. Sabin, successively. They are arranged in the four following groups: (1) general records, including memoranda containing information on price policies and administrative and operational matters, price action sheets (OPA Form 611-297), weekly progress reports, mailing lists, and copies of form letters; (2) survey reports containing economic data on individual companies; (3) interoffice memoranda relating to surveys of the industry and the administration of regulations; and (4) correspondence with companies relating to interpretations of Maximum Price Regulation 406 and individual pricing problems.

RECORDS CONTAINING ECONOMIC DATA ON PLASTICS AND RESINS. 1941-44. 2 ft. 632  
Mainly economic briefs for and cost studies of natural resins, naval stores, film scrap, thermoplastic scrap, laminated plastics, cresols, cresylic acid and xylenols, borax and boric acids, paraffin wax, and hardwood distillation. Included are a "Compilation of Price Actions Taken By Chemicals Section," and a statement on plastics by Walter R. Hutchinson, Special Assistant to the Attorney General, before the Senate Patents Committee. Arranged by type of material.

RECORDS CONTAINING ECONOMIC DATA ON THE NAVAL STORES INDUSTRY. 1942-46. 2 ft. 633  
Consist chiefly of economic studies, reports, letters, memoranda, completed questionnaires, and tabulations, relating to the development and administration of price regulations for naval stores and their ingredients--rosin, turpentine, pine oil, rosin size, dipentene, and terpene hydrocarbon solvents. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON THE SHELLAC INDUSTRY. 1941-42. 10 in. 634  
Consist chiefly of economic studies, reports, letters, memoranda, completed questionnaires, tabulations, and charts, relating to the development and administration of price regulations for the shellac industry. Included are Dun and Bradstreet ratings and reports on shellac manufacturers and distributors, copies of protests and petitions, and memoranda relating to the importation of shellac from India. Arranged by subject.



RECORDS CONTAINING ECONOMIC DATA ON THE CHARCOAL INDUSTRY. 1942-46.

1 ft.

635

Consist chiefly of economic studies, reports, letters, memoranda, completed questionnaires, tabulations, and charts, relating to the development and administration of Maximum Price Regulation 431. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR PLASTICS AND RESINS. 1941-46.

6 ft.

636

Consist mainly of economic studies, reports, letters, and memoranda, relating to the development and administration of price regulations for plastics and resins. Included are economic briefs on various chemicals; reports on the economic aspects of the production of plastics and resins; papers containing cost, selling-price, and profit data submitted by manufacturers and distributors; and summaries of industry advisory committee meetings. Arranged alphabetically by name of commodity.

COMPANY CORRESPONDENCE. 1942-46. 7 ft.

637

Correspondence, with related interoffice memoranda, pertaining to requests for price adjustment, interpretations of price regulations, and the submission of company data. Some of the letters contain reports on financial operations and technical data on plastics and other chemicals. Arranged alphabetically by name of company.

RECORDS RELATING TO A SURVEY OF THE THERMOPLASTIC SCRAP INDUSTRY. 1942.

6 in.

638

Completed questionnaires, "Sales and Purchases of Thermoplastic Scrap," submitted by buyers and sellers, together with related correspondence and worksheets. Unarranged.

STATISTICAL REPORTS ON MISCELLANEOUS RESINS. 1943. 4 in.

639

Contain company statistics on the inventories, production, and sales of vinyl resins, natural resins, and cellophane. Arranged by subject.

Records of the Alkalies and Compressed Gases Section

RECORDS RELATING TO COMMODITY PROGRAMS FOR ALKALIES AND MISCELLANEOUS CHEMICALS. 1941-46. 4 ft.

640

Consist mainly of economic studies, reports, and correspondence relating to the development and administration of price regulations for alkalies and such common chemicals as chlorine, borax, oxalic acid, and sulphur chloride. Included also are reports on production, cost price, and profit of manufacturers and distributors, and correspondence pertaining to interpretations of regulations, requests for price adjustments, and protests and petitions. Arranged alphabetically by name of commodity.

RECORDS RELATING TO COMMODITY PROGRAMS FOR COMPRESSED GASES. 1941-42.

10 in.

641

Consist of economic briefs, letters, and memoranda relating to the development and administration of price regulations for compressed gases



and allied products. The correspondence relates to industry surveys, company production data and trade practices, construction of new plant facilities, and requests for price adjustments. Arranged alphabetically by name of commodity.

#### Records of the Heavy Chemicals and Coal Tar Section

CORRESPONDENCE OF THE SECTION HEAD. 1942-46. 3 ft. 642

Letters and memoranda maintained by Edoma W. Ranson, Gardner Ackley, James A. Carey, Martin S. Morton, and Samuel H. Manion, successively. The memoranda relate to the administration of price regulations, industry surveys, suggestions for proposed regulations, activities of industry advisory committees, and other matters of interest to the Section. The letters relate to applications for price adjustments, conferences with industry representatives, industry surveys, and requests for information on regulations. Arranged by subject and thereunder chronologically.

RECORDS CONTAINING ECONOMIC DATA ON HEAVY CHEMICALS AND COAL TAR.

1941-44. 2 ft. 643

Mainly economic briefs and accounting studies of the commodities under the jurisdiction of the Section. Arranged by type of material.

GENERAL RECORDS RELATING TO COMMODITY PROGRAMS FOR TAR AND TAR PRODUCTS.

1941-46. 8 ft. 644

These records relate mainly to the development and administration of price policies relating to tars and tar derivatives. They consist chiefly of a price action file on Maximum Price Regulation 447; studies, tabulations, maps, and charts on coal tar and coal-tar derivatives; completed questionnaires relating to surveys of the coal-tar, coal-tar pitch, light oil products, cresylic acid, cresols, xylenols, tar acid derivatives, coal-tar dyestuffs, dyes, and water-gas tar branches of the industry and containing supply and demand statistics, information on distribution channels, and financial data; correspondence dealing with applications for price determination or adjustment, interpretations of regulations, and the submission of company data; and copies of protests, petitions, and contracts between producers and users. Arranged by subject or type of material.

GENERAL RECORDS RELATING TO COMMODITY PROGRAMS FOR HEAVY CHEMICALS.

1941-46. 17 ft. 645

Chiefly memoranda, correspondence, reports, studies, and tabulations containing cost, price, production, sales, and other economic data pertaining to heavy chemicals. Included also are materials accumulated during the preparation of price regulations, such as policy memoranda and drafts of regulations. Arranged alphabetically by name of commodity except for a few records relating to sales data for borax and boric acid and some questionnaires relating to sodium hypochlorite production, which are at the end of the series.



DOCKETED CASE FILES RELATING TO PRICE ADJUSTMENTS AND PRICE DETERMINATIONS. 1942-46. 1 ft. 646

Include the application for price adjustment or price determination, in letter or questionnaire form, related memoranda, work papers, and a copy of the letter to the applicant embodying the OPA's price authorization. The case files are arranged by name of company or regulation (General Maximum Price Regulation, Maximum Price Regulations 76, 352, 447, 531, and 551, and Supplementary Orders 9 and 133).

COMPANY CORRESPONDENCE. 1942-46. 1 ft. 647

Correspondence, with related interoffice memoranda, dealing chiefly with applications for price adjustment, interpretations of regulations, and the submission of company data. Some of the letters contain petitions for amendments to regulations, price schedules, and reports on financial operations. Arranged alphabetically by name of company.

Records of the Lumber Price Branch

MEMORANDA OF THE PRICE EXECUTIVE. 1941-46. 19 ft. 648

Reflect Peter A. Stone's supervision of the administration and operations of the Branch. The memoranda are in three groups as follows: (1) memoranda sent to and received from section heads, counsels, economists, and individuals in other branches and divisions, relating to the administration and operation of price regulations and to personnel administration and other internal administrative matters, or embodying background reports on industries under the jurisdiction of the Branch, suggestions for changes in regulations, interpretations of regulations, reports on meetings with industry representatives, and progress reports of section heads and other officials; arranged alphabetically by name of writer or addressee; (2) memoranda relating to price policies and administrative and operational procedures, including summaries of price actions taken by the Branch, reference copies of correspondence with other Government agencies containing significant information on price policies, cost studies of labor costs and transportation charges, and protests and petitions; arranged alphabetically by subject; and (3) memoranda relating to commodity programs, containing information on the formulation of price policies or embodying interpretations of regulations and accounting and statistical studies of the commodities and services under the jurisdiction of the Branch; arranged by price regulation and thereunder by commodity.

CORRESPONDENCE WITH REGIONAL AND DISTRICT OFFICES. 1942-46. 1 ft. 649

Relates chiefly to their pricing problems with regard to commodities within the jurisdiction of the Branch, meetings with industry representatives, administrative matters, and local reactions to price control programs. Arranged alphabetically by name of city in which the regional or district office was located.

RECORDS OF THE CHIEF COUNSEL. 1941-46. 4 ft. 650

Consist chiefly of memoranda and correspondence maintained by Arthur Larson, F. W. Denniston, and H. N. Kirman, successively, dealing with



price actions taken by the Branch. They contain interpretations of regulations, and protests against regulations. Arranged by regulation except for abstracts of protests and petitions, which are at the end of the series.

Records of the Hardwood, Veneer, Plywood, and Miscellaneous Wood Products  
Section

CORRESPONDENCE OF THE SECTION HEAD. 1942-46. 1 ft. 651

Consists of memoranda and letters of Harry B. Krausz. The memoranda relate to the administration of regulations, compliance problems, the decontrol of commodities, industry surveys, suggestions for proposed regulations, activities of industry advisory committees, work progress reports, and other matters of interest to the Section. The letters relate to applications for price adjustment, conferences with industry representatives, and requests for information. Arranged by subject.

PRICE ACTION FILE ON VENEERS. 1942-46. 2 ft. 652

Documents the history of the formulation and operation of price regulations for aircraft veneers, commercial veneer, box-grade veneer, and Port Oxford cedar battery separators. Included are background and financial studies of the industry; transcripts of industry advisory committee meetings; drafts of regulations; memoranda relating to industry surveys, interpretations of regulations, and price violations; and letters pertaining to interpretations of regulations, petitions and protests, pricing problems of individual companies, and requests for information. Arranged by subject or type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR PLYWOOD. 1942-46. 5 ft. 653

Are concerned mainly with the development and administration of Maximum Price Regulation 568. The records consist of memoranda relating to policy and procedure, and letters, reports, tabulations, and work papers containing cost, price, production, sales, and other economic data. The records are grouped as follows: (1) a price action file on the regulation, including analyses and summaries of proposed regulations and drafts of the regulation, arranged by subject; (2) memoranda, reports, studies, tabulations, and work papers relating to industry surveys and company price lists, arranged by subject; (3) a 10-percent sample of applications for price approval for individual sales and Government contracts, arranged alphabetically by name of company; and (4) correspondence with companies relating to interpretations of regulations and applications for price adjustment, arranged alphabetically by name of company.

RECORDS RELATING TO COMMODITY PROGRAMS FOR IMPORTED WOODS. 1942-46.  
2 ft. 654

Are concerned mainly with the development and administration of price regulations with regard to mahogany, brierwood, balsa wood, cork, lignum vitae, rattan, teak, Philippine mahogany, Paraná pine, saba nut, and Spanish cedar. Included are memoranda concerning policy and procedures; reports, tabulations, and work papers relating to industry surveys and



financial studies of lumber manufacturers and importers; and correspondence with companies relating to interpretations of regulations, requests for price approvals, protests against price orders, and the submission of price lists and other company data. Arranged by subject.

RECORDS RELATING TO COMMODITY PROGRAMS FOR TURNED AND SHAPED WOOD PRODUCTS. 1942-46. 6 ft. 655

Are concerned mainly with the development and administration of Maximum Price Regulation 196. They consist chiefly of memoranda, letters, reports, studies, and tabulations relating to policy and procedure or containing cost, price, production, sales, and other economic data. In two groups, as follows: (1) commodity files relating to price actions and industry surveys, for bobbins, dowels, broom handles, hickory handles, ash handles, shoe lasts, bowling pins, crossarm insulator pins, and miscellaneous wood products; arranged by subject; and (2) a 10-percent sample of company correspondence relating to requests for price adjustments and approval, protests, petitions, and interpretations of regulations; arranged alphabetically by name of company.

RECORDS RELATING TO COMMODITY PROGRAMS FOR HARDWOOD SMALL-DIMENSION PRODUCTS. 1942-46. 4 ft. 656

Are concerned mainly with the development and administration of Maximum Price Regulation 501. The records are a 10-percent sample of correspondence with manufacturers of vehicle stock, plow-handle stock, picker sticks, ski billets, axle stock, handle blanks, core stocks, blocking, squares, dimension stock worked to pattern, and other hardwood products, pertaining to requests for price approval, interpretations of regulations, and the submission of price lists and other company data. Related memoranda are filed with the correspondence. Arranged by commodity in the order mentioned.

RECORDS RELATING TO COMMODITY PROGRAMS FOR MISCELLANEOUS WOOD PRODUCTS. 1942-46. 2 ft. 657

Are concerned mainly with the development and administration of price policies for excelsior and excelsior pads, shuttle blocks, tobacco sticks, sawdust, pipe blocks, and other products under the General Maximum Price Regulation. The records include economic briefs and price action files for each commodity, reports and tabulations pertaining to industry surveys, and correspondence relating to interpretations of regulations, requests for price approval, compliance with price regulations, and the submission of price lists and other company data. Arranged by commodity in the order mentioned.

Records of the Eastern Softwoods Section

RECORDS RELATING TO COMMODITY PROGRAMS FOR NORTHEASTERN SOFTWOOD LUMBER. 1941-46. 2 ft. 658

Are concerned mainly with the development and operation of price regulations for northeastern and imported Canadian white pine, spruce, hemlock, and cedar. The records include a price action file on Maximum Price Regulation 219, together with an historical chronology of its development;



economic briefs for each commodity; memoranda relating to industry surveys, industry advisory committee meetings, interpretations of regulations, protests, and price violations; worksheets and tabulations on cost studies; and a 10-percent sample of company correspondence relating to interpretations of regulations, applications for price approval and adjustment, and the submission of price lists and other company data. Arranged by subject or type of material.

#### RECORDS RELATING TO COMMODITY PROGRAMS FOR NORTHERN SOFTWOOD LUMBER.

1941-46. 1 ft.

659

Are concerned mainly with the development and operation of price regulations for northern hemlock, Norway pine, spruce, white pine, cedar, and the sale of surplus lumber. The records include price action files for Maximum Price Regulations 222 and 603, memoranda containing suggested revisions of regulations, company correspondence relating to interpretations of regulations and applications for price approval and adjustment, and a 1945 cost study of the industry. Arranged by type of material.

#### RECORDS RELATING TO COMMODITY PROGRAMS FOR TIDEWATER RED CYPRESS.

1941-46. 2 ft.

660

Are concerned mainly with the development and operation of Maximum Price Regulation 412. The records include a price action file for the regulation, together with an historical chronology of its development; economic briefs and cost studies; price petitions; and a 10-percent sample of company correspondence relating to requests for registration as producers of tidewater red cypress in accordance with the regulation, interpretations, applications for price adjustment, and requests for information. Arranged by type of material.

#### RECORDS RELATING TO COMMODITY PROGRAMS FOR SOUTHERN PINE LUMBER. 1941-46.

7 ft.

661

Are concerned mainly with the formulation and operation of Revised Maximum Price Regulation 19. The records include (1) a price action file on the regulation, reflecting its development from Price Schedule 19 to the Third Revised Maximum Price Regulation 19; (2) memoranda, reports, studies, tabulations, and work papers relating to industry surveys and containing production and wage statistics and cost-price data; (3) congressional correspondence relating to southern pine price problems; (4) petitions and protests; (5) memoranda relating to price violations and reports of investigations; (6) a 10-percent sample of company correspondence relating to price authorizations, interpretations of regulations, and the submission of company data, arranged alphabetically by name of company; and (7) a 10-percent sample of regional office memoranda relating to local pricing problems of the Atlanta, Dallas, and New York offices that were referred to the national office for consideration. Arranged by type of material.

#### Records of the Hardwoods Section

#### RECORDS OF THE SECTION HEAD. 1942-46. 4 ft.

662

These records, maintained successively by Harry B. Krausz and E. C. Parker, were apparently the general files of the Hardwood and Miscellaneous



Wood Products Section, which later became the Hardwoods Section. They consist chiefly of memoranda, letters, reports, studies, and work papers relating to the formulation of policies, the establishment of operating procedures, interpretations of regulations, and administrative matters. The records are grouped as follows: (1) regional and district office memoranda, arranged alphabetically by name of city in which the office was located; (2) two general files, each arranged alphabetically by subject; (3) company correspondence relating to interpretations of regulations and requests for information, or embodying suggestions for revising price policies, arranged alphabetically by name of company; (4) congressional correspondence relating to complaints of individual companies and explanations of the OPA's lumber price program, arranged alphabetically by name of Congressman; (5) a 5-percent sample of correspondence with owners of small mills, relating to the sale of hardwood lumber to authorized buyers; arranged alphabetically by name of company; and (6) a 5-percent sample of "authorized buyers correspondence," relating to authorizations to purchase hardwood lumber as determined by the purchaser's inspection, arranged alphabetically by name of company.

#### RECORDS RELATING TO COMMODITY PROGRAMS FOR SOUTHERN HARDWOOD LUMBER.

1941-46. 5 ft.

663

Are concerned mainly with the formulation and operation of price policies for gum, oak, yellow poplar, pine, white ash, yellow cypress, sycamore, and other southern hardwoods. The records include a price action file for Maximum Price Regulation 97; cost and price studies of the industry, for large and small mills; lists of weights for various types of lumber used by companies in determining the delivered price; memoranda relating to suggestions for regulations, interpretations of price policies, and the mechanics and findings of surveys; and a 5-percent sample of an alphabetical name file of company correspondence relating to requests for price approval, price lists, and submission of company data. Arranged by type of material.

#### RECORDS RELATING TO COMMODITY PROGRAMS FOR APPALACHIAN HARDWOOD LUMBER.

1941-46. 2 ft.

664

Are concerned mainly with the development and administration of price policies for ash, basswood, beech, birch, buckeye, butternut, cherry, chestnut, hickory, maple, oak, poplar, walnut, and other Appalachian hardwoods. The records include a price action file on Maximum Price Regulation 146, which has a special file on Navy oak; cost and price studies and production statistics of the industry; lists of weights used in determining delivered prices and price differentials for special widths and lengths; and a 5-percent sample of an alphabetical name file of company correspondence relating to individual requests for price approval. Arranged by type of material.

#### RECORDS RELATING TO COMMODITY PROGRAMS FOR SOUTH CENTRAL AND NORTH CENTRAL HARDWOOD LUMBER. 1941-46. 1 ft.

665

This series is similar in content and arrangement to that described in entry 663. The price action file relates to Maximum Price Regulation 155.



RECORDS RELATING TO COMMODITY PROGRAMS FOR WALNUT LUMBER. 1941-46.

10 in.

666

Are concerned mainly with the development and operation of Maximum Price Regulation 217. The records include a price action file for the regulation; a walnut lumber cost study showing all operating costs from stump to stick, profit-and-loss statements, production outturn and yield, payroll data, and statements of log purchases; a cost study of walnut gunstock blanks, initiated to determine why the industry was not producing the carbine model of gunstock in the quantities required by the Army; and a 5-percent sample of an alphabetical name file of company correspondence relating to requests for price approval, interpretations of regulations, and the submission of company data. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR NORTHERN HARDWOOD LUMBER.

1941-46. 10 in.

667

This series is similar in content and arrangement to that described in entry 663. The records pertain to lumber produced in the three Great Lakes States (Michigan, Wisconsin, and Minnesota) and certain Canadian provinces. The price action file relates to Maximum Price Regulation 223.

RECORDS RELATING TO COMMODITY PROGRAMS FOR NORTHEASTERN HARDWOOD LUMBER.

1941-46. 1 ft.

668

This series is similar in content and arrangement to that described in entry 663. The records pertain to lumber produced in the New England and Middle Atlantic States and imported from eastern Canada. The price action file relates to Maximum Price Regulation 368.

RECORDS RELATING TO COMMODITY PROGRAMS FOR FLOORING LUMBER. 1941-46.

2 ft.

669

Are concerned mainly with the development and operation of price policies for maple, birch, and beech flooring from the northern hardwood region and oak, pecan, and miscellaneous hardwood flooring. Included are price action files for Maximum Price Regulations 432 and 458; memoranda, reports, and financial statements relating to industry surveys; a 1945 oak-flooring industry cost study; and a 5-percent sample of an alphabetical name file of company correspondence relating to applications for price approval, interpretations of regulations, and requests for information. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR AROMATIC RED CEDAR LUMBER.

1942-46. 10 in.

670

Are concerned mainly with the development and operation of Maximum Price Regulation 454. Included are records containing economic data on industry surveys, memoranda and reports relating to suggestions for proposed regulations and interpretations of approved regulations, and an alphabetical name file of company correspondence relating to requests for price approval. Arranged by type of material.



## Records of the Primary Forest Products Section

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 5 in.

671

Relate mainly to pricing problems handled by field offices and referred to the national office, interpretations of regulations, and relations with individual companies. Arranged by region number.

PRICE ACTION FILE FOR WESTERN PRIMARY WOOD PRODUCTS. 1942-46. 5 in.

672

Relates to Maximum Price Regulation 284, which established dollars-and-cents prices for mine, railroad, and other types of lumber produced in Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Utah, and Wyoming, those parts of Oregon and Washington east of the crest of the Cascade Mountains, three counties in Oklahoma, and 17 counties in Texas. The records include reports of industry meetings and memoranda and letters embodying suggestions for amendments or relating to applications for authorization as tie contractors, protests, price violations, and interpretations of regulations. Arranged by subject.

RECORDS RELATING TO COMMODITY PROGRAMS FOR WEST COAST LOGS. 1941-46.

1 ft.

673

Are concerned mainly with the development and operation of price policies for Douglas fir, western red cedar, western hemlock, western white fir, noble fir, and Sitka spruce logs produced in those parts of Oregon, Washington, California, and Canada west of the crests of the Cascade and Sierra Nevada Mountains. Included are reports on conferences with stumpage owners in the Douglas-fir region, a price action file for Maximum Price Regulation 161, statistical reports on log production, accounting studies of logging companies and transportation charges, a 10-percent sample of company correspondence relating to requests for price approval, and a 10-percent sample of correspondence relating to applications for approval as certified OPA graders and scalers. Arranged by type of material; the two samples of correspondence are each arranged alphabetically by name of person or company.

RECORDS RELATING TO COMMODITY PROGRAMS FOR RAILROAD TIES. 1941-46. 3 ft.

674

Are concerned with the development and operation of price policies for railroad crossties and switchties. The records include background studies of the industry; accounting studies of the cost of ties produced in different sections of the country; a price action file on Maximum Price Regulation 216; a reading file of outgoing correspondence relating to protests, price violations, interpretations of regulations, authorizations to act as tie contractors, and requests for price approval; a 25-percent sample of railroad company correspondence relating to difficulties in obtaining ties, requests for price approval, and applications for price adjustment, arranged alphabetically by name of railroad; and a 25-percent sample of an alphabetical name file of company correspondence relating to qualifications of, and authorizations as, tie contractors, requests for price approval, and requests for information. Arranged by type of material.



RECORDS RELATING TO COMMODITY PROGRAMS FOR MINE MATERIALS, POSTS, POLES,  
AND PILING. 1942-46. 1 ft. 675

Are concerned mainly with the development and operation of price policies for mine timber, industrial blocking, and creosoted and untreated posts, poles, and piling. The records include price lists, statistical tabulations, and other economic materials; reports on a mine timber survey; and a price action file on Maximum Price Regulation 218, Central Appalachian Wooden Mine Materials and Industrial Blocking. Arranged by subject.

RECORDS RELATING TO COMMODITY PROGRAMS FOR STUMPAGE AND LOGS. 1941-46.  
4 ft. 676

Are concerned with Maximum Price Regulation 313, which established ceiling prices, grade specifications, and grading and scaling rules for yellow poplar, water tupelo, and sweetgum logs of the highest quality, used in the production of aircraft veneer, and to Maximum Price Regulation 348, which fixed prices for all sizes, grades, and species of softwood and hardwood logs and bolts (except west coast logs, prime grade hardwood logs, California redwood logs and bolts, pulpwood, and posts, piles, and piling). The records include price action files for both regulations; a reading file of outgoing correspondence relating to protests, petitions, applications for area pricing orders, congressional inquiries about individual company pricing problems, and price authorizations; accounting studies on zone prices and log grades; a 5-percent sample of company correspondence relating to extensions of time from application of ceiling prices on logs, arranged alphabetically by name of company; a 5-percent sample of company correspondence relating to price filings, arranged alphabetically by name of State and thereunder alphabetically by name of company; and a 10-percent sample of an alphabetical name file of company correspondence, with related interoffice memoranda, pertaining to objections to or approval of area price regulations. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR WESTERN TIMBER. 1941-46.  
10 in. 677

Are concerned with Maximum Price Regulation 460, which established maximum prices for sales of timber in that part of the United States west of the 100th meridian. The records include a price action file on the regulation, statistical tabulations on the industry, and a 5-percent sample of company correspondence relating to requests for price approval and the submission of reports of timber purchases. Arranged by type of material.

RECORDS RELATING TO WOOD PRESERVATION. 1941-46. 1 ft. 678

Are concerned with Maximum Price Regulation 491, which established prices for the service of treating forest products by pressure methods and also established maximum prices for those pressure-treated forest products. The records include a price action file on the regulation; correspondence, questionnaires, and work papers relating to the financial operations of the industry; correspondence of the industry advisory committee reflecting industry comments on recommendations for price regulations; and a 10-percent sample of an alphabetical name file of company correspondence relating to business practices in the sale of wood preserv-



ing services, interpretations of regulations, applications for price approval and adjustment, and protests and petitions. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR MISCELLANEOUS PRIMARY FOREST PRODUCTS. 1941-46. 5 ft. 679

Consist chiefly of memoranda, letters, reports, studies, and work papers relating to the development and administration of price regulations for white cedar fence posts, Douglas-fir peeler logs, veneer logs, northern white cedar fence posts, red cedar logs, contract logging in the West, central logs, Lake State logs, Appalachian logs, southern logs, northeastern logs, Florida logs, walnut logs, ash and hickory logs and other specialty logs, insulation and felt, Lake States cordwood, excelsior wood, New England cordwood, chestnut cordwood, stave and heading bolt, chemical cordwood, western fence posts, western red cedar poles and piling, western poles and piling, mine materials, eastern poles and piling, northern white cedar poles and piling, and railroad ties. The records are grouped in commodity files and each file contains one or more of the following: (1) a price action file; (2) memoranda, letters, reports, studies, and work papers relating to policy and procedure, industry surveys, and company financial data; and (3) a 10-percent sample of company correspondence relating to requests for price approval or adjustment, interpretations of regulations, and company business practices, arranged numerically by regulation number. The commodity files are arranged by name of commodity in the order listed.

Records of the Wooden Containers Section

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 10 in. 680

A 10-percent sample of applications for price adjustment filed under various maximum price regulations pertaining to wooden containers. Related memoranda, letters, and tabulations of company financial and production data are filed with the applications. Arranged chronologically.

LETTER ORDERS. 1945-46. 3 in. 681

Copies of letter orders, with related interoffice memoranda, sent to private firms in response to requests for price adjustments. Arranged chronologically.

REPORTS ON THE WOODEN CONTAINER INDUSTRY. 1942-45. 7 in. 682

Deal with the conservation of containers, the organization and operations of the basket industry, the financial operations of box manufacturers, and labor costs. Arranged by subject.

RECORDS RELATING TO COMMODITY PROGRAMS FOR USED EGG CASES. 1941-46. 1 ft. 683

Are concerned mainly with the development and operation of price policies for used egg cases and used component parts. The records include a price action file on Maximum Price Regulation 117; background studies of the industry; statistical reports and work papers on prices in selected cities; regional office memoranda relating to interpretations of regulations, applications for registration as dealers in used egg cases, local



price conditions, and enforcement of regulations, arranged alphabetically by name of city in which the office was located; and a 10-percent sample of an alphabetical name file of company correspondence relating to interpretations of regulations, complaints against violations of regulations, applications for registration as dealers in used egg crates, and requests for information. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR BOX-GRADE VENEER. 1941-46.

2 ft.

684

Are concerned mainly with the development and operation of price policies for rotary-cut, box-grade veneer produced in southern States. The records include a price action file for Maximum Price Regulation 176; accounting studies of the industry containing cost, production, price, and other financial data of individual companies; and a 10-percent sample of an alphabetical name file of company correspondence relating to the effects of price policies on production, interpretations of regulations, applications for price adjustment, violations of regulations, and requests for information. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR WESTERN AGRICULTURAL WOODEN CONTAINERS. 1941-46. 4 ft.

685

Are concerned with Maximum Price Regulation 186, which established ceiling prices for box shooks, boxes, and crates made from ponderosa pine, Sitka spruce, western hemlock, and Douglas fir in the States of Washington, Oregon, California, Wyoming, Arizona, and New Mexico. The records include (1) a price action file on the regulation; (2) cost studies of and papers containing statistical data on the industry; (3) reports of additional charges allowed on lumber sales, based on Table 3A of Maximum Price Regulation 186, with related correspondence and copies of OPA Form 678-2376, Additions For Use of Higher Grades of Lumber; (4) completed copies of War Production Board Form PD-872, Lumber: Application To Make and Accept A Restricted Delivery, with related correspondence, that were submitted to the OPA pursuant to the price regulation; arranged alphabetically by name of company; and (5) company correspondence relating to the effects of price policies on production, requests for price markups, and the submission of company data; arranged alphabetically by State and thereunder alphabetically by name of company. The series is arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR INDUSTRIAL WOODEN CONTAINERS. 1941-46. 5 ft.

686

Are concerned with Maximum Price Regulation 195, which established ceiling prices for all boxes, crates, cases, carriers, or similar containers used for packaging, shipping, or storing any product other than perishable fruits and vegetables. The records include: (1) memoranda, reports, tabulations, and worksheets relating to cost studies and other statistical data on milk-bottle crates, beverage cases, cheese boxes, ammunition boxes, and other containers; (2) correspondence of industry advisory committees embodying industry suggestions and comments on price policies; (3) correspondence with regional offices and interoffice memo-



randa, relating to cases referred to the national office for consideration and to internal administrative matters; (4) correspondence with other Government agencies on the effects of OPA regulations on supply; (5) correspondence with trade associations and press releases by the associations relating to the effects of OPA regulations on member companies; (6) a price action file on the regulation; (7) worksheets containing formula methods of pricing under sections 7 and 14 of Maximum Price Regulation 195; (7) a 5-percent sample of company correspondence relating to interpretations of regulations, applications for the establishment of pricing formulas, and the submission of company data; arranged alphabetically by name of State and thereunder alphabetically by name of company; and (8) financial reports of several box manufacturers. The series is arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR AGRICULTURAL WOODEN CONTAINERS.  
1941-46. 2 ft. 687

Are concerned with Maximum Price Regulation 320, which established maximum prices for more than 200 varieties and sizes of perishable fruit and vegetable wooden containers produced in the southern, eastern, and central States. The records include a price action file on the regulation; cost and price studies of various types of containers; financial reports of companies affected by the price ceilings; a 10-percent sample of correspondence with other Government agencies relating to shortages in the industry; and a 10-percent sample of company correspondence relating to requests for price approval, applications for price adjustment, and submission of company data, arranged alphabetically by name of State and thereunder alphabetically by name of company. The series is arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR USED AGRICULTURAL WOODEN CONTAINERS. 1942-46. 1 ft. 688

Are concerned with Maximum Price Regulation 434, which established maximum prices for used wood, fiber, or corrugated-board fruit and vegetable containers in order to encourage their collection and reconditioning for re-use. The records include a price action file for the regulation; memoranda and reports containing statistical data on the industry or relating to conferences with industry representatives, proposed regulations, and interpretation and enforcement of approved regulations; and an alphabetical name file of company correspondence relating to interpretations of regulations, requests for price approval, and applications for dealers' licenses. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR THE WOODEN COOPERAGE INDUSTRY.  
1941-46. 5 ft. 689

Are concerned mainly with the development and operation of price policies for the production and use of wood barrels, including slack cooperage used for shipping solids (e.g., nails, apples, potatoes, flour, sugar, salt, dry chemicals, dried eggs, and dried milk) and tight cooperage used for shipping liquids (e.g., beer, whisky, oil, turpentine, and beverage syrups). The records include price action files and memoranda, reports, tabulations, and work papers relating to the formulation of price policies and cost and price studies of the industry for nail-keg staves and headings,



tight cooperage stock and sawed tight cooperage, West Coast cooperage, used slack cooperage, used tight cooperage, and knife-cut slack staves and slack heading; and a 5-percent sample of an alphabetical name file of company correspondence relating to interpretations of regulations, price authorizations, applications for licenses to sell cooperage, and requests for information. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR WIREBOUND BOXES. 1941-46.

2 ft.

690

Are concerned mainly with the development and operation of price policies for industrial wirebound boxes. The records include a price action file for Maximum Price Regulation 485; cost studies of the industry; and an alphabetical name file of company correspondence relating to interpretations and violations of regulations, applications for price adjustment, and the submission of company data. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR MISCELLANEOUS CONTAINER PRODUCTS. 1942-46. 5 in.

691

Are concerned with the pricing of wooden container products that were under the jurisdiction of the General Maximum Price Regulation and their decontrol. The records, relating to such products as berry crates, wood tanks, tubs, kits, buckets, pails, and luggage frames, include price action files, cost studies, proposals for supplementary orders, and letters relating to complaints against the price freezing order, price filings, and requests for price adjustment. Arranged by subject.

Records of the Western Softwoods and Services Section

RECORDS RELATING TO COMMODITY PROGRAMS FOR DOUGLAS-FIR LUMBER. 1941-46.

6 ft.

692

Are concerned mainly with the formulation and operation of price policies for Douglas-fir lumber and lumber products. The records include a price action file for Maximum Price Regulation 26; a reading file of outgoing correspondence dealing with protests, violations of regulations, and price approvals; economic briefs and memoranda and work papers containing data on prices, wages, millwork, and transportation charges; correspondence with other Government agencies with regard to Government contracts and specifications; a 5-percent sample of company correspondence relating to price approvals and interpretations of regulations, arranged chronologically by year and thereunder alphabetically by name of company; and an alphabetical name file of correspondence with producers and users of Douglas-fir scaffold planking relating to price approvals, purchase authorizations, interpretations of regulations, and requests for exceptions from regulations. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR WESTERN PINE LUMBER. 1941-46.

7 ft.

693

Are concerned mainly with the development and operation of price policies for ponderosa pine, Idaho white pine, sugar pine, and associated secondary western pine species including inland larch, inland Douglas fir,



western hemlock, all species of white fir, Engelmann spruce, inland western red cedar, and incense cedar. The records include a price action file on Maximum Price Regulation 94; records containing economic data on the industry, including cost studies; tabulations of aggregate financial data on lumbering companies, price lists, and National War Labor Board wage awards; a reading file of outgoing correspondence relating to interpretations of regulations and price authorizations, arranged alphabetically by name of company; and a 5-percent sample of company correspondence, 1941-45, and general correspondence, 1946, relating to interpretations of regulations, requests for price approval, and company business practices, each type of correspondence arranged alphabetically by name of company. The series is arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR AIRCRAFT LUMBER. 1942-46.

2 ft.

694

Are concerned with Maximum Price Regulation 109, which established maximum prices for aircraft grades of Sitka, red, and white spruce, west coast hemlock, noble fir, yellow poplar, and Douglas fir. The records include a price action file for the regulation; studies containing economic data on the industry, including specification requirements of military establishments and foreign governments; and a 5-percent sample of an alphabetical name file of company correspondence relating to interpretations of regulations, requests for price approval, requests for information, and price filings. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR RED CEDAR SHINGLES. 1942-46.

3 ft.

695

Are concerned mainly with the development and operation of price regulations for red cedar shingles and red cedar shingle logs. The records include a price action file on Maximum Price Regulation 164; economic briefs on the industry, including reports of the United States Tariff Commission on red cedar shingles imported from Canada; papers containing data relating to industry surveys, accounting and cost studies, and financial studies of mills and distributors; and an alphabetical name file of company correspondence relating to interpretations of regulations, requests for price approval, requests for information, complaints against regulations, and industry pricing suggestions. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR REDWOOD LUMBER. 1942-46.

3 ft.

696

Are concerned mainly with the development and operation of price regulations for redwood lumber and millwork. The records include a price action file for Maximum Price Regulation 253; papers containing accounting and economic data relating to cost studies, grade realization worksheets, and price filings; and an alphabetical name file of company correspondence relating to interpretations of regulations, requests for price adjustment, and submission of company data. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR SITKA SPRUCE. 1942-46. 3 ft.

697

Are concerned with Maximum Price Regulation 290, which established



maximum prices for all grades of Sitka spruce lumber except aircraft lumber. The records include a price action file for the regulation; economic briefs, memoranda, and worksheets containing cost, export, production, and grade realization data; and an alphabetical name file of company correspondence relating to interpretations of regulations, requests for price adjustment, requests for information, and company business practices. Arranged by type of material.

RECORDS RELATING TO COMMODITY PROGRAMS FOR WESTERN RED CEDAR LUMBER.

1942-46. 1 ft.

698

This series is similar in content and arrangement to that described in entry 697. The price action file relates to Maximum Price Regulation 402.

RECORDS RELATING TO CUSTOM MILLING AND KILN DRYING. 1944-46. 3 ft. 699

Are concerned with the development and operation of regulations for the custom milling and kiln drying of softwood and hardwood lumber. The records include (1) a price action file on Maximum Price Regulation 539, which established prices for the custom milling and kiln drying of western softwoods; (2) memoranda and worksheets containing cost studies, payroll data, and financial reports; (3) memoranda, questionnaires, and worksheets on custom milling industry surveys and transcripts of industry advisory committee meetings, arranged by OPA region number; (4) memoranda to and from regional offices relating to price policies, interpretation of regulations, and internal administrative matters or embodying national office decisions on local pricing problems referred to it, arranged alphabetically by name of city in which the regional office was located; and (5) company correspondence relating to interpretations of regulations, requests for information, the submission of company data, and industry surveys, arranged by OPA region number and thereunder alphabetically by name of company.

Records of the Machinery Price Branch

RECORDS OF THE PRICE EXECUTIVE. 1941-46. 7 ft.

700

These records were maintained by Joel Dean, W. A. Neiswanger, L. J. Kinsella, Lester V. Chandler, William F. Kelly, Walter Shoemaker, and Arthur H. Moran, successively. They consist chiefly of incoming and outgoing memoranda and letters relating to price policies on various commodities, price adjustment policies and procedures, decontrol recommendations, activities of industry advisory committees, price actions taken by the Branch, financial operations of industry, and administrative matters. Included also are Branch and Section progress reports, minutes of staff meetings, copies of speeches by staff members, copies of freeze letters and voluntary agreements, and surveys of machine tools, fractional horsepower motors, and drop forgings. Arranged by subject or type of material.

Records of the Construction and Related Equipment Section

DOCKETED CASE FILES. 1942-46. 6 ft.

701

Include applications for price adjustments, petitions for amendments to price regulations, and protests against price orders, with related



reports, memoranda, letters, and work papers, that were submitted by manufacturers of construction and transportation machinery and equipment under Supplementary Order 142 and Revised Maximum Price Regulation 136. The case files are arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1940-46. 38 ft.

702

Relates to the operation of Maximum Price Regulations 134 and 136. Included are base date price lists submitted by manufacturers of construction and transportation machinery and equipment; filings of base period prices and rates for rentals and charges for repair, rebuilding, and operating services; and letters, with related memoranda and reports, requesting establishment of prices, rental rates, or service charges for machines, parts, and industrial equipment. Arranged alphabetically by name of company.

#### Records of the General, Auxiliary, and Processing Machinery Section

RECORDS CONTAINING ECONOMIC DATA. 1941-46. 3 ft.

703

Relate mainly to costs and prices in the industry, but also to general economic conditions in the industry. The records include memoranda, reports, charts, and tabulations, relating to policy and procedure and industry surveys; economic briefs on gasoline, diesel, and steam engines, pumps, compressors, fans, blowers, boilers, mechanical instruments, industrial furnaces and ovens, and other commodities under the jurisdiction of the Section; correspondence relating to industry advisory committee meetings and recommendations; trade association publications; and lists of manufacturers. Arranged by subject.

DOCKETED CASE FILES. 1942-46. 8 ft.

704

This series, relating to manufacturers of general, auxiliary, and processing machinery, is similar to that described in entry 701. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1940-46. 38 ft.

705

Correspondence with manufacturers of general, auxiliary, and processing machinery relating to the operation of Maximum Price Regulation 136. The correspondence, with related interoffice memoranda, contains filings of base date prices, requests for price or rental rate authorizations, and applications for price adjustments. Arranged alphabetically by name of company.

#### Records of the Farm Equipment and Tractor Section

GENERAL RECORDS. 1941-46. 3 ft.

706

Include policy memoranda relating to the aims and procedures of the Section and to the activities of the farm equipment specialists; correspondence of industry advisory committees relating to meetings and recommendations; memoranda, letters, and business papers relating to financial surveys of farm equipment manufacturers and dealers; and regional office memoranda relating to local price conditions, personnel supervision, work progress, and the enforcement of regulations. Arranged by type of material.



DOCKETED CASE FILES. 1942-46. 10 ft.

707

This series, relating to manufacturers of and dealers in farm equipment machinery, is similar to that described in entry 701. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1941-46. 35 ft.

708

Correspondence with manufacturers and dealers relating to requests for price approval, price filings, and the submission of company data. In some instances company financial reports, price lists, and catalogs are included. Arranged alphabetically by name of company.

#### Records of the Parts, Plastics, and Services Section

RECORDS RELATING TO INDUSTRY SURVEYS. 1941-46. 3 ft.

709

Memoranda, letters, reports, tabulations, and work papers relating to cost, price, and profits surveys of aircraft parts, bearings, casters, dies, gears, plastics, mechanical precision springs, shoe patterns, stamping machines, and other commodities or services within the jurisdiction of the Section. Included also are lists of dealers, copies of regulations, and transcripts of industry advisory committee conferences. Arranged alphabetically by name of commodity or type of service.

DOCKETED CASE FILES. 1942-46. 13 ft.

710

This series, relating to manufacturers of parts and plastics and dealers in machinery services, is similar to that described in entry 701. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1941-46. 42 ft.

711

Relates to interpretations of regulations, the filing of base date prices, applications for maximum prices for products that had no published base date prices and for increases in published base date prices, maximum prices for the sale of parts and used machinery, and maximum rates for renting, repairing, rebuilding, and maintaining machinery. Arranged alphabetically by name of company.

REGIONAL CORRESPONDENCE. 1942-46. 5 in.

712

Deals chiefly with interpretation, enforcement, and suspension of regulations and relations with individual companies. Arranged alphabetically by name of city in which the regional office was located.

#### Records of the Electrical Equipment Section

GENERAL MEMORANDA. 1942-46. 4 in.

713

Incoming and outgoing memoranda relating to policy and procedure, industry advisory committee meetings, and decontrol dockets or embodying price histories of various commodities under the jurisdiction of the Section. Arranged chronologically.

RECORDS RELATING TO SURVEYS. 1942-46. 2 ft.

714

Consist chiefly of memoranda, reports, and tabulations relating to



economic and statistical surveys of the electrical industry (motors, fuses, insulators, radio parts, conduit meters, cable, batteries, and other electrical products). Arranged by subject of survey.

REGIONAL CORRESPONDENCE. 1942-46. 6 in.

715

Relates to interpretations of regulations, price violations, and local pricing problems. Arranged alphabetically by name of city in which the regional office was located.

DOCKETED CASE FILES. 1942-46. 5 ft.

716

This series, relating to manufacturers of electrical equipment, is similar to that described in entry 701. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1941-46. 8 ft.

717

A selected sample of general correspondence relating to the pricing, production, and distribution of electrical parts under Revised Maximum Price Regulation 136. Arranged alphabetically by name of company.

#### Records of the Machine Tools and Industrial Supplies Section

GENERAL RECORDS. 1942-46. 10 in.

718

Consist chiefly of letters and memoranda relating to the formulation of policies, the establishment of operating procedures, interpretations of regulations, and internal administrative matters. Included are form letters requesting manufacturers to freeze prices, samples of questionnaires used in surveys, lists of machine-tool dealers and manufacturers, and quarterly reports on the activities of the Section. Arranged by subject.

RECORDS RELATING TO SURVEYS. 1942-46. 2 ft.

719

Consist chiefly of memoranda, reports, and tabulations relating to economic and statistical surveys of machine-tool products and a 1942 general survey of the machine-tool industry. Included are surveys of abrasives, chains and sprockets, cutting tools, jacks, portable power-driven tools, rolling-mill machinery, vises, and other machine tools. Arranged by subject of survey.

COPIES OF OPA FORM A. 1942-44. 7 ft.

720

These forms, filled in by individual companies, contain profit-and-loss and balance-sheet data for the fiscal year 1943. Copies of related exhibits and schedules are filed with most of the forms. Arranged alphabetically by name of company.

RECORDS RELATING TO COMMODITY PROGRAMS FOR ABRASIVES. 1942-46. 10 in.

721

Are concerned mainly with the development and administration of price regulations with regard to diamond dust, emery, corundum, silicon carbide, and other abrasives. The records include memoranda concerning policy and procedure or embodying economic briefs and reports of industry meetings, and



correspondence with firms dealing in abrasives relating to interpretations of regulations, approval of price lists, and the submission of financial data. Arranged by subject.

DOCKETED CASE FILES. 1942-46. 2 ft.

722

This series, relating to manufacturers of machine tools, is similar to that described in entry 701. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1942-46. 18 ft.

723

Relates to the control of the maximum prices of manufacturers under Maximum Price Regulation 246 and of retailers under Maximum Price Regulation 133, and maximum rates for service charges under Maximum Price Regulation 165. Included are filings of base date prices, applications for the establishment of maximum prices for the sale of machinery for which prices had not been established on the base date, applications for maximum prices for the sale of parts and used machinery and equipment, and applications by dealers for various adjustments of their sales prices. Arranged alphabetically by name of company.

CORRESPONDENCE WITH MACHINE TOOL DISTRIBUTORS. 1942-46. 2 ft.

724

This is a selected sample of correspondence with machine tool distributors relating to the distribution of machine tools that were subject to Maximum Price Regulation 136. Included are letters embodying interpretations of regulations and applications for approval to issue price lists. Arranged alphabetically by name of company.

CORRESPONDENCE WITH MANUFACTURERS OF CUTTING TOOLS. 1942-46. 2 ft.

725

Incoming and outgoing correspondence embodying applications for price adjustment and interpretations of regulations or relating to the submission of price lists and other company data. Arranged alphabetically by name of company.

CORRESPONDENCE RELATING TO RENTALS OF MACHINE TOOLS. 1942-46. 10 in.

726

Includes memoranda embodying OPA policy and actions regarding rentals of machine tools and letters relating to interpretations of regulations and applications for approval of rental rates. Arranged alphabetically by name of company except for one folder of general policy memoranda, which is at the beginning of the series.

CORRESPONDENCE WITH MANUFACTURERS OF NEW TOOLS. 1942-46. 3 ft.

727

Correspondence, with related questionnaires and reporting forms, pertaining to types and sizes of machine tools manufactured, interpretations of regulations, and applications for approval of price lists. Arranged alphabetically by name of company.

CORRESPONDENCE WITH SELLERS OF USED MACHINE TOOLS. 1942-46. 12 ft.

728

Mainly correspondence regarding applications for the establishment of maximum prices for sales of used machine tools or embodying interpretations of regulations. Arranged alphabetically by name of company.



## Records of the Processing Equipment Section

PRICE ACTION FILE FOR INDUSTRIAL SEWING MACHINES. 1941-43. 10 in. 729

Consists of memoranda, letters, work sheets, and distribution schedules, relating to the preparation and issuance of Maximum Price Regulation 375. The regulation established maximum prices for sales of used industrial sewing machines and rental rates for both new and used industrial sewing machines. Arranged by subject.

RECORDS RELATING TO SURVEYS. 1942-46. 3 ft. 730

The surveys of baking, beverage bottling, cotton ginning, dairy, grain milling, knitting, printing, sewing, and other types of processing machinery were made at the request of the industries in connection with applications for price adjustment. The records consist of memoranda, letters, reports, questionnaires, and tabulations containing economic and statistical data relating to the various commodities. Arranged by subject.

DOCKETED CASE FILES. 1942-46. 14 ft. 731

This series, relating to manufacturers of processing machinery, is similar to that described in entry 701. Arranged alphabetically by name of company.

RECORDS RELATING TO COMMODITY PROGRAMS FOR WOODWORKING MACHINERY. 1942-46. 5 ft. 732

Are concerned with the formulation and administration of price policies for woodworking machinery. The records are grouped as follows: (1) memoranda containing histories of price actions and cost studies of manufacturers, or relating to shortages of woodworking machinery; arranged by subject; (2) company correspondence containing interpretations of regulations and price lists, together with descriptive brochures; arranged alphabetically by name of company; (3) charts containing specifications of woodworking machinery, arranged alphabetically by name of company; and (4) memoranda, letters, reports, and tabulations pertaining to surveys of new and used woodworking machinery, arranged by subject.

PRICE FILINGS FOR TEXTILE MACHINERY. 1941-46. 5 in. 733

Letters from textile machinery companies containing price lists for the machinery and lists of charges for rentals, repairs, and replacements. Arranged alphabetically by name of company.

## Records of the Automotive Section

RECORDS RELATING TO INDUSTRY SURVEYS. 1941-46. 8 ft. 734

Chiefly records that were a byproduct of studies compiled in connection with the preparation and operation of maximum price regulations for the automotive industry. The records are grouped as follows: (1) memoranda, correspondence, reports, minutes of automotive coordinating committees, copies of speeches delivered by Cyrus McCormick, Chief of the Section, and economic briefs, relating to internal organization of the Section, personnel administration, operation of price regulations for automobiles



and automotive parts and accessories, enforcement of regulations, and industry requests for decontrol; (2) memoranda and worksheets containing statistical data on new 1941 and 1942 passenger cars; (3) financial and statistical surveys of aircraft and motorcycle companies, including economic briefs and copies of regulations; (4) memoranda, reports, and worksheets containing statistical surveys of used trucks, automobile parts, and used cars, together with tentative drafts and copies of regulations; (5) completed questionnaires used to survey compliance with Maximum Price Regulation 341, submitted by used truck dealers; and (6) cost studies of the tank and trailer industry.

RECORDS CONTAINING PASSENGER CAR DATA. 1941-46. 3 ft. 735

One part of the series consists of memoranda and charts containing cost and price data and price lists and company correspondence relating to business practices, distribution plans for restricted production of passenger cars, prices of services and accessories, and the submission of company data. The other part consists of maximum list prices for all cars subject to Maximum Price Regulation 594.

ACCOUNTING STUDIES. 1945-46. 10 in. 736

These studies, with related memoranda, letters, worksheets, and other papers, pertain to a survey made of the muffler, tail pipe, and dump and hoist body industries to determine whether industrywide price adjustment was necessary. Arranged alphabetically by name of company.

PROTESTS AND PETITIONS. 1941-46. 3 ft. 737

Copies of protests against regulations and petitions for amendments to regulations, with related memoranda and letters, that were submitted by manufacturers of trucks and motorcycles. Arranged alphabetically by name of company.

REGIONAL OFFICE CORRESPONDENCE. 1941-46. 3 ft. 738

Relates to interpretations of regulations, proposals for amendments to regulations, meetings with car dealers' associations, and establishment of prices for trucks, automotive parts, and passenger cars that were not specifically mentioned in the regulations. Arranged by regulation number and thereunder alphabetically by name of city in which the regional office was located.

DOCKETED CASE FILES. 1942-46. 21 ft. 739

This series, relating to manufacturers of automotive parts subject to Maximum Price Regulation 452 and of trucks, buses, and component parts subject to Maximum Price Regulation 136, is similar to that described in entry 701. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1941-46. 13 ft. 740

This is a selected sample of price lists filed by and general correspondence with manufacturers and dealers of new or used cars, trailers, trucks, motorcycles, and automobile parts. The correspondence relates to interpretations of regulations, applications for price adjustment, letter



orders, complaints of dealers against regulations, and problems of dealers selling "midget" cars and other specialized commodities. Arranged by commodity group (used cars; trailers; new cars, trucks, and motorcycles; and automobile parts) and thereunder alphabetically by name of company.

CORRESPONDENCE WITH TRUCK MANUFACTURERS. 1941-44. 10 in. 741

Relates to applications for price adjustment and the submission of price lists. Brochures, inventory reports, and lists of dealers and distributors are filed with the correspondence. Arranged alphabetically by name of company.

PRICE FILINGS OF AUTOMOBILE PARTS, SUBMITTED AFTER DECONTROL. 1946. 7 ft. 742

These are reports of price increases that were filed under Amendments 1 and 10 of Supplementary Order 129, which suspended price control on sales of passenger automobile parts for original equipment. The records are grouped as follows: (1) letters received containing price agreements between manufacturers and users of automotive parts, arranged alphabetically by name of company; (2) two groups of letters containing filings of price increases, arranged alphabetically by name of company within each group; (3) memoranda and worksheets containing a collation and statistical analysis of the price reports. Arranged by subject.

#### Records of the Legal Section

RECORDS RELATING TO POLICY AND PROCEDURE. 1942-46. 2 ft. 743

Mainly memoranda, letters, and reports containing legal interpretations of price and procedural regulations as they applied to the commodities within the jurisdiction of the Machinery Price Branch. Included are drafts of regulations and amendments, together with related memoranda; memoranda embodying legal interpretations of the status of voluntary agreements or relating to escalator clauses and the effects of excise and sales taxes on prices; protests and petitions; and miscellaneous price action files that include opinions. Arranged by subject.

LETTER ORDERS OF THE CHIEF COUNSEL. 1945-46. 2 ft. 744

Mainly copies of letter orders sent by F. Stewart Stranahan and Francis G. Renkenberger, respectively, answering applications for price adjustment. Included also are memoranda and letters containing interpretations of price and decontrol regulations and summaries of protests and petitions. Arranged by regulation number.

REGIONAL OFFICE CORRESPONDENCE. 1944-46. 5 in. 745

Memoranda sent to and received from regional and district price attorneys regarding legal interpretations of regulations referred to the national office. Arranged alphabetically by name of city in which the regional office was located.

COMPANY CORRESPONDENCE. 1942-46. 2 ft. 746

Consists of requests for interpretations of regulations, with copies of replies. Arranged alphabetically by name of company.



## Records of the Metals Price Branch

RECORDS OF THE PRICE EXECUTIVES. 1942-46. 5 ft.

747

These records were maintained by the Price Executives of the Iron and Steel Price Branch (Donald D. Kennedy); the Lead, Tin, and Zinc Price Branch (John D. Sumner), the Copper, Aluminum, and Ferro-Alloys Price Branch (Karl L. Anderson); the Non-ferrous Metals Price Branch (John D. Sumner and Karl L. Anderson, successively), and, upon the consolidation of the Iron and Steel and the Non-ferrous Metals Price Branches, by the Metals Price Branch (Warren M. Huff). The records include memoranda, progress reports, minutes of staff meetings, and copies of letters sent to Members of Congress and document most of the activities of the Branch. In particular they relate to organizational, procedural, and general administrative subjects, and include comments on the economic aspects of the production and distribution of the commodities under the jurisdiction of the Branch, suggestions for the preparation of regulations, and interpretations of approved regulations. The records are in two groups, those in one group relating to iron and steel and those in the other group relating to nonferrous metals. Within each group the records are arranged by subject.

CORRESPONDENCE OF THE LEGAL STAFF. 1942-46. 6 ft.

748

Relates to analyses of proposed regulations, interpretations of approved regulations, agency policies pertaining to price stabilization, decontrol policies, applications for price adjustments, protests, and petitions. The records are grouped as follows: (1) correspondence with companies, arranged alphabetically by name of company; (2) interoffice memoranda, arranged by office; and (3) regional memoranda, arranged alphabetically by name of city in which the regional office was located.

DOCKETED CASE FILES. 1942-46. 6 ft.

749

Petitions for amendments to regulations, petitions against price orders, and applications for price adjustment, with related orders and correspondence. The case files are arranged numerically by price schedule or price regulation.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 6 ft.

750

Relates mainly to regional office pricing problems with regard to commodities within the jurisdiction of the Branch, but also contains comments on staff meetings, industry surveys, administrative matters, and local reactions to price control. Arranged in part by region number and thereunder by regulation number, and in part alphabetically by name of State.

## Records of the Steel Mill Products Section

GENERAL RECORDS. 1941-46. 2 ft.

751

Consist chiefly of memoranda relating to price policies and administrative and operational procedures; reports and tabulations on the 1944-45 wage-price crisis and on the related Little Steel Formula; form letters sent to companies, relating to interpretations and rulings; summaries of



protests and petitions under consideration by the Section; and lists of steel products and producers. Arranged by type of material.

PRICE ACTION FILE RELATING TO PRICE SCHEDULE 6. 1941-46. 5 in. 752

Includes memoranda reflecting the development of policies with regard to steel-mill products, economic studies of the industry, letters showing industry reaction to proposed amendments, drafts of proposed regulations, and copies of approved regulations. Arranged by amendment number.

RECORDS RELATING TO INDUSTRY SURVEYS. 1941-46. 4 ft. 753

Reports, letters, memoranda, tabulations, and worksheets, relating to financial and cost studies of steel-mill products. The records are grouped as follows: (1) reports and correspondence of industry advisory committees for various steel products, arranged by committee or subcommittee; (2) economic briefs, completed questionnaires, and tabulations of cost data pertaining to specific products or producers, arranged by subject; (3) completed questionnaires relating to a 1941-42 product cost survey, arranged alphabetically by name of company; and (4) summaries of 1941-43 product cost surveys, unarranged.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1942-46. 10 in. 754

Chiefly letters, memoranda, and press releases relating to the organization and operations of advisory committees for the general steel products industry, wire products industry, fine and specialty wire industry, insect steel-wire screening industry, armament steels and alloys industry, tool steel industry, steel tubing industry, and cold-finished bars industry. Arranged by committee in the order mentioned.

CORRESPONDENCE WITH GOVERNMENT AGENCIES AND FOREIGN PURCHASING COMMISSIONS. 1941-46. 5 in. 755

Relates chiefly to surveys of the steel industry, interpretations of regulations, price violations, export prices and transportation charges, and contracts between procurement agencies and individual companies. Arranged by name of agency or purchasing commission.

INDEX TO COMPANY DOCKETS. 1941-46. 5 in. 756

Cards, 3" x 5", that index the docketed case files described in entry 757. Each card gives the order number and a brief description of the docket and of the action taken. The index is in three parts, the first relating to structural steel, the second to steel ingots, and the third to other forms of primary steel. Within each part the cards are arranged alphabetically by name of company.

DOCKETED CASE FILES. 1941-46. 6 ft. 757

Include orders, reports, memoranda, letters, and work papers relating to requests for price determination, applications for price adjustment, protests against price orders, and petitions for amendments to regulations filed by individual companies under Revised Price Schedule 6. The case files are arranged alphabetically by name of company and thereunder by docket number. An index to the dockets is described in entry 756.



REQUESTS FOR PRICE DETERMINATION. 1945-46. 10 in. 758

Letters received requesting price determination, with attached replies and related work papers. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1941-46. 4 ft. 759

Letters, with related interoffice memoranda, pertaining to interpretations of regulations, petitions, price violations, pricing problems of individual companies, price filings, and the submission of company data. Arranged alphabetically by name of company.

PRICE FILINGS. 1941-46. 15 ft. 760

Price lists, with related correspondence and several requests for price adjustment, filed by steel producers in compliance with Revised Price Schedule 6. Arranged alphabetically by name of company.

PRICE FILINGS OF CONVERSION CHARGES. 1942-44. 1 ft. 761

Lists by steel producers of the charges for converting steel products owned by nonproducers of steel. Arranged alphabetically by name of company.

PRICE FILINGS FOR SPECIAL PRODUCTS. 1941-46. 10 in. 762

Lists submitted by producers, giving prices, freight charges, and export prices of special products (e.g., tin plate, seamless tubing, aircraft tubing, wire rope, stainless steel, hot-rolled carbon bars, alloy steels, armor-piercing shot, barbed wire, shoe nails, venetian blinds, and wheels and axles. Arranged by name of product.

#### Records of the Warehouse and Surplus Materials Section

PRICE ACTION FILE. 1941-46. 5 ft. 763

Relates chiefly to the formulation and operation of Revised Price Schedule 49 and amendments thereto. The records consist mainly of memoranda and survey materials reflecting the development of policies with regard to the resale of iron and steel products; economic studies of the industry; minutes of meetings and correspondence reflecting the consideration of regulations by industry advisory committees; drafts of proposed regulations; copies of approved regulations; and letters revealing the effect of regulations on the industry. Included also are letters, memoranda, reports, price schedules, and statistical materials relating to geographical zones that were set up to establish specific dollar-and-cents prices for the resale of iron and steel products in order that the price level of Apr. 16, 1941, might be maintained. Arranged by subject or type of material.

RECORDS RELATING TO INDUSTRY SURVEYS. 1942-46. 2 ft. 764

Letters, memoranda, questionnaires, tabulations, and worksheets, relating to cost and trade-practice surveys for warehouse and surplus steel products. The records are grouped as follows: (1) copies of OPA Form 674-2052, Warehouse Cash Discount Questionnaire, relating to cash discount practices for warehouse steel; (2) memoranda and questionnaires relating



to surveys of heavy-line steel products, pipe and tubular products, and steel on hand when passenger car production was discontinued; (3) company price lists for wire, wire rope, wire cloth and netting, and nails; (4) memoranda relating to freight rate increases approved by the Interstate Commerce Commission; and (5) statistical materials pertaining to exports of iron and steel products. Arranged in the order described.

RECORDS RELATING TO COMPLIANCE SURVEYS IN REGIONS I AND V. 1942-43.

5 in.

765

Consist chiefly of memoranda, questionnaires completed by OPA investigators of price filings, and summary reports on the prices charged in the resale of iron and steel products. Arranged by State.

COMPANY CORRESPONDENCE RELATING TO COMPLIANCE PROBLEMS. 1942-46. 4 ft.

766

Correspondence with companies, pertaining mainly to price violations, together with related interoffice memoranda, invoices, and purchase orders. Arranged alphabetically by name of company.

CORRESPONDENCE WITH OTHER GOVERNMENT AGENCIES. 1941-45. 5 in.

767

Relates to requests for interpretations of regulations and information on Government contracts. Arranged by name of agency.

COMPANY CORRESPONDENCE. 1942-46. 8 ft.

768

A 20-percent random sample of correspondence relating to company requests for information and price determinations. Some of the letters contain data on business practices and financial operations. Arranged alphabetically by name of company.

PRICE FILINGS. 1941-42. 6 ft.

769

Price lists, with related correspondence, submitted by distributors of iron and steel products in compliance with Revised Price Schedule 49. Arranged alphabetically by name of company.

PRICE FILINGS ON COTTON-BALE TIE PRODUCERS. 1942. 5 in.

770

Price lists, with related correspondence, filed by textile mills and bagging companies in compliance with Revised Price Schedule 49. Arranged alphabetically by State and thereunder alphabetically by name of company; at the end of the series is a folder containing minutes of industry advisory committee meetings.

Records of the Scrap and Reusable Products Section

GENERAL RECORDS. 1941-43. 5 in.

771

Consist chiefly of memoranda and reports relating to organizational, procedural, and general administrative matters. They include organization plans, summaries of price actions, weekly progress reports, copies of regulations, and a report, "The Strategy of Price Control Under the Defense Program", by Walter S. Solant. Arranged by subject.



PRICE ACTION FILE. 1942-46. 4 ft.

772

This series documents the history of the formulation of price regulations for iron and steel scrap, reusable iron and steel pipe, and reusable steel products. It includes background and financial studies of the industry; reports of industry advisory committee meetings; memoranda relating to the development, interpretation, and operation of regulations; letters showing industry reaction to proposed price actions; drafts of proposed regulations; and copies of approved regulations. Arranged by subject or type of material.

RECORDS PERTAINING TO RELAYING RAILS. 1941-46. 3 ft.

773

Chiefly records resulting from studies of the reusable rail equipment industry that were compiled in connection with the development and operation of Revised Price Schedule 46. The records are in two groups, as follows: (1) a price action file for the schedule, including economic briefs on relaying rails, questionnaires relating to the price history of reusable rail equipment, memoranda relating to the development of policies and field inspection trips, drafts of regulations, price filings, and protests and petitions; and (2) correspondence with railroad companies, relaying rail warehouses, and dealers in track equipment, relating to sales of relaying rails and track accessories, requests for information, interpretations of regulations, and industry advisory committee meetings. The records in the first group are arranged by type of material; those in the second group are arranged alphabetically by name of company.

RECORDS RELATING TO SURVEYS. 1940-44. 2 ft.

774

Consist chiefly of economic briefs on the iron and steel scrap industry; chronological and historical studies of scrap production, consumption, and price control programs; studies of basing points, freight rates, railroad scrap prices, and exports and imports of scrap; and memoranda and correspondence relating to the mechanics of the surveys. Arranged by subject.

RECORDS RELATING TO COMPLIANCE SURVEYS. 1940-45. 10 in.

775

Chiefly memoranda relating to field inspection trips and interviews with steel producers and dealers and buyers of ferrous scrap. Included also are copies of minutes of meetings of the Institute of Scrap Iron and Steel, reports by congressional committees on steel and strategic and critical materials, and correspondence relating to meetings of the industry advisory committee. Arranged by subject.

CORRESPONDENCE RELATING TO COMMODITY PROGRAMS. 1941-46. 4 ft.

776

Memoranda and correspondence with Government agencies and private firms relating to the operation and administration of regulations for iron and steel scrap. The records are in five groups according to type of correspondent (sellers, railroads, buyers, trade associations, and Government agencies) and arranged thereunder alphabetically by name of company, organization, or agency.



## Records of the Basic Materials Section

PRICE ACTION FILE FOR PIG IRON. 1943-46. 5 in. 777

Includes analyses and summaries of proposed regulations and amendments, drafts of regulations, completed questionnaires showing pig-iron production cost data, letters showing industry reaction to proposed amendments, and a report, "The Merchant Pig Iron Industry and Price Control," prepared by the industry advisory committee. Arranged by subject.

RECORDS RELATING TO PIG-IRON. 1941-46. 7 ft. 778

Chiefly letters and memoranda relating to the administration and interpretation of Revised Price Schedule 10, requests for price adjustment, company financial data, and reports of dislocated tonnage shipments (shipments into areas normally served by local blast furnaces) by producers. The records are grouped as follows: (1) letters, with related interoffice memoranda, arranged in three parts and thereunder alphabetically by name of company; (2) correspondence and War Production Board reporting forms relating to dislocated tonnage shipments, arranged chronologically by month and thereunder alphabetically by name of company; and (3) memoranda and reports relating to summaries of merchant pig-iron production surveys and testimony of representatives of the merchant pig-iron industry before a Senate committee on OPA policies. Arranged by subject as described.

RECORDS CONTAINING ECONOMIC DATA ON THE BYPRODUCT COKE INDUSTRY.

1941-46. 2 ft. 779

Chiefly records resulting from studies of the byproduct coke industry that were compiled in connection with the preparation and operation of Maximum Price Regulation 29. They consist of letters, memoranda, reports, and company financial papers relating to a 1943 industrywide coke cost study, background studies on various aspects of coke production, studies of freight rates, and reports on statements of consideration in issuing and revising Price Schedule 29. Arranged by subject.

CORRESPONDENCE WITH COKE PRODUCERS. 1942-45. 6 ft. 780

Letters, with related interoffice memoranda, pertaining to interpretations of regulations, pricing problems of individual companies, and the submission of company data. Arranged alphabetically by name of company.

RECORDS RELATING TO MANUFACTURED GAS. 1943-46. 1 ft. 781

Concern the operation of regulations for manufactured gas. The records are in two groups, as follows: (1) correspondence relating to the pricing problems of individual companies and interpretations of regulations, including some price filings and copies of contracts; and (2) copies of petitions for the decontrol of coke oven gas. The records in the first group are arranged alphabetically by name of company; those in the second group are unarranged.

RECORDS RELATING TO IRON ORE. 1942-46. 5 ft. 782

Consist chiefly of letters, memoranda, reports, and financial papers, relating to the administration and interpretation of Maximum Price Regu-



lation 113 and to surveys of the iron ore industry. The records are grouped as follows: (1) reports, with related correspondence, on costs, profits, and losses on sales of iron ore (1936-39); (2) memoranda and worksheets relating to a cost and financial survey of the iron-ore mining industry, (3) correspondence with iron-ore mining companies relating to company financial data; and (4) correspondence with miners, buyers, and sellers of iron ore regarding the submission of company data, interpretations of regulations, and requests for price adjustment. Records in each of the first two groups are arranged by subject; those in each of the last two groups, alphabetically by name of company.

RECORDS RELATING TO BEEHIVE-OVEN COKE. 1941-46. 3 ft. 783

Concern the development of price policies with regard to beehive-oven coke. The records are grouped as follows: (1) a price action file on Maximum Price Regulation 77; (2) economic briefs, lists of producers, price filings, and financial and cost surveys of beehive-furnace coke, arranged by subject; and (3) correspondence with coke producers and railroads relating to the submission of company data and applications for price adjustment, arranged alphabetically by name of company.

PROTESTS AND PETITIONS. 1942-46. 1 ft. 784

Formal petitions for amendments to regulations and protests against regulations and orders, with related memoranda and correspondence, submitted by coke, manufactured gas, and iron-ore producers. Arranged by name of company.

Records of the Castings Section

GENERAL RECORDS RELATING TO THE STEEL CASTINGS INDUSTRY. 1942-46. 2 ft. 785

Include letters, memoranda, and reports relating to surveys of the industry by industry advisory committees and studies of price policies in connection with the preparation and operation of Revised Price Schedule 41. Also included are correspondence with producers who requested price approval for individual sales. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON THE STEEL CASTINGS INDUSTRY.

1941-46. 4 ft. 786

Mainly records resulting from studies of the steel casting industry that were compiled in connection with the preparation and operation of Revised Price Schedule 41. They include economic briefs; reports on surveys of the industry, with recommendations for price action; a Federal Trade Commission report on steel castings manufacturing corporations, 1940; memoranda relating to conferences with and surveys of the industry; correspondence and tabulations relating to costs of power shovel castings, freight car and locomotive castings, steel steam turbine castings, railroad specialties, tractor castings, oil or gas field refinery castings, rolling mill castings, nonprimary castings and gear castings; and charts showing the classification of steel foundries according to type of castings produced. Arranged by type of material.



COST ESTIMATE FORMS FOR STEEL CASTINGS. 1942-43. 10 in. 787

Copies of OPA Form 141:4, Cost Estimate Sheet For Steel Castings or Cost Estimate Sheet For Carbon and Low Alloy Steel Castings, with related correspondence, filed by castings foundries in accordance with Revised Price Schedule 41. Arranged by calendar year and thereunder alphabetically by name of company.

CORRESPONDENCE WITH STEEL CASTING COMPANIES. 1941-46. 12 ft. 788

This is a random sample of incoming and outgoing letters and telegrams pertaining to the business practices and pricing problems of individual companies, requests for price determinations and adjustments, and interpretations of regulations. Occasionally OPA Form 674-517 (formerly 141:4), Cost Estimate Sheet For Carbon and Low Alloy Steel Castings, and other financial papers are filed with the related correspondence. Arranged alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE MALLEABLE IRON CASTINGS INDUSTRY. 1941-46. 1 ft. 789

Resulted from studies of the malleable iron castings industry that were compiled in connection with the preparation and revision of Maximum Price Regulation 241. Included are reports of surveys of the industry, letters and memoranda showing the reactions of the Malleable Founders Society to proposed price actions, financial statements and working papers of malleable iron foundries, and a financial and statistical survey, 1943, of the malleable iron industry, made pursuant to amending Maximum Price Regulation 241. Arranged by type of material.

DOCKETED CASE FILES FOR THE MALLEABLE IRON CASTINGS INDUSTRY. 1943-46. 2 ft. 790

Include orders, reports, correspondence, and work papers relating to requests for price adjustment, petitions for amendments to regulations, and protests against price actions. The case files are arranged alphabetically by name of company.

CORRESPONDENCE WITH MALLEABLE IRON CASTINGS COMPANIES. 1942-46. 2 ft. 791

Correspondence, together with related interoffice memoranda, with producers and distributors of malleable iron castings, relating to requests for information and price adjustment, interpretations of regulations, and the submission of company data. Arranged alphabetically by name of company, with correspondence relating to the Malleable Iron Castings Industry Advisory Committee at the end of the series.

PRICE FILINGS FOR MALLEABLE IRON CASTINGS. 1942. 10 in. 792

Copies of OPA Form 341-2, Report of Pricing Method--Malleable Iron Casting, together with related correspondence and work papers, that were submitted by producers and distributors of malleable iron castings in accordance with Maximum Price Regulation 241. Arranged alphabetically by name of company.



RECORDS CONTAINING ECONOMIC DATA ON THE GRAY IRON CASTINGS INDUSTRY.

1942-46. 2 ft.

793

Consist chiefly of studies, reports, letters, memoranda, and tabulations, relating to the development and administration of Maximum Price Regulation 244. Arranged as follows: (1) a price action file for Maximum Price Regulation 244; (2) cost and financial studies of the gray iron castings industry; (3) reports and memoranda concerning the history of price control in the gray iron castings industry; and (4) a study of pattern migration (types of patterns used and sources of supply) among customers of gray iron castings foundries.

DOCKETED CASE FILES FOR THE GRAY IRON CASTINGS INDUSTRY. 1943-46. 13 ft.

794

A 20-percent sample of case files, including orders, reports, correspondence, and work papers, relating to requests for price adjustment, petitions for amendments to regulations, and protests against price actions. Arranged alphabetically by name of company.

APPLICATIONS FOR PRICE ADJUSTMENT FOR GRAY IRON CASTINGS. 1945-46.

5 in.

795

OPA Form 674-1076, Application For Adjustment of Maximum Price of an Individual Gray Iron Casting or a Group of Castings Sold at a Flat Price, with related papers and correspondence, submitted by the Round Oak Co. of Dowagiac, Mich., in accordance with Maximum Price Regulation 244. Unarranged.

CORRESPONDENCE WITH GRAY IRON CASTINGS COMPANIES. 1942-46. 9 ft.

796

This is a 5-percent sample of correspondence, including related inter-office memoranda, pertaining to the submission of financial and production data, business practices and pricing problems, requests for price determination, and adjustment and interpretations of regulations. Arranged alphabetically by name of company, except for letter orders pertaining to requests for price adjustment and correspondence relating to the Gray Iron Industry Advisory Committee, which are at the end of the series.

GRAY IRON CASTINGS QUESTIONNAIRE. 1942. 2 ft.

797

Copies of OPA Form 687-B, Gray Iron Castings Questionnaire, submitted by gray iron castings foundries. The forms contain statistical information on the production and sales of gray iron castings. Arranged alphabetically by name of company.

PRICE FILINGS FOR GRAY IRON CASTINGS. 1942-44. 5 ft.

798

Copies of OPA Form 344-2, Report of Pricing Method--Gray Iron Castings, with related correspondence and work papers, submitted by producers and distributors of gray iron castings in accordance with Maximum Price Regulation 244. Arranged alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE HIGH ALLOY CASTINGS INDUSTRY.

1942-46. 5 in.

799

Studies of the high alloy castings industry, compiled in connection



with the preparation and administration of Maximum Price Regulation 214. Included are price schedules, copies of licensing agreements, memoranda relating to surveys of the industry, statistical and financial materials showing company production and sales, applications for price adjustment, protests against price orders, and copies of regulations. Arranged by type of material.

CORRESPONDENCE WITH HIGH ALLOY CASTINGS COMPANIES. 1942-46. 10 in. 800

Incoming and outgoing letters and telegrams relating to business practices and pricing problems of individual companies, the submission of company data, and the adjustment and interpretation of regulations. In some instances OPA Form 314:2, Cost Estimate Sheet For High Alloy Castings, and other financial papers are filed with the related correspondence. Arranged alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE MANGANESE CASTINGS INDUSTRY.

1942-46. 5 in.

801

Studies of the manganese castings industry compiled in connection with the preparation and operation of Maximum Price Regulation 235. Included are economic briefs on manganese steel castings products, memoranda relating to surveys of the industry, statistical and financial materials showing company production and sales, applications for price adjustment, and summaries of industry advisory committee meetings. Arranged by subject.

CORRESPONDENCE WITH MANGANESE CASTINGS COMPANIES. 1942-46. 10 in. 802

Incoming and outgoing letters and telegrams relating to business practices and pricing problems of individual companies, submission of company data, and adjustment and interpretations of regulations. In some instances OPA Form 335:2, Cost Estimate Sheet For Manganese Steel Castings and Manganese Steel Castings Products, and price schedules are filed with the related correspondence. Arranged alphabetically by name of company.

PRICE ACTION FILE FOR NONFERROUS CASTINGS. 1942-45. 2 ft. 803

Relates to the formulation and administration of Revised Maximum Price Regulation 125. Included are memoranda dealing with proposed regulations, industry surveys, and compliance problems; background studies on various types of nonferrous castings; reports of meetings with industry members; drafts of regulations; correspondence with private firms relating to the operations of the regulations; and weekly progress reports of the Section. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON NONFERROUS FOUNDRY PRODUCTS.

1940-44. 5 ft.

804

Consist chiefly of reports, questionnaires, and worksheets containing economic data about the nonferrous foundry industry. Included are lists of foundries by size and type of metal used, reports by companies of wage and salary increases, copies of OPA Forms 677-2151 and 677-2152, Monthly Report on Operations of Foundries Subject To Revised Maximum Price Regulation 125, that show sales and costs of rough and semimachined nonferrous



castings, and worksheets analyzing monthly sales and costs of nonferrous foundries. Arranged by type of material.

CORRESPONDENCE RELATING TO INDUSTRY SURVEYS. 1944-46. 2 ft. 805

Correspondence with producers of brass, mixed metals, aluminum, and magnesium castings, railroad journal bearings, and ship propellers, relating to compliance problems and requests for information. Copies of OPA Form 677-688, Report From Foundries Subject To Revised Maximum Price Regulation No. 125, that show profit-and-loss data are filed with the related correspondence. Arranged by commodity and thereunder alphabetically by name of company.

CORRESPONDENCE WITH NONFERROUS CASTINGS COMPANIES. 1942-46. 26 ft. 806

A 30-percent sample of correspondence, with related interoffice memoranda and work papers, with nonferrous foundries relating to requests for information, the submission of company data, interpretations of regulations, requests for price adjustment, and protests against price orders. Arranged alphabetically by name of company.

Records of the Primary and Secondary Nonferrous Metals Section

RECORDS OF THE SECTION HEAD. 1942-46. 2 ft. 807

These records, maintained successively by Oliver C. Lockhart and Kurt J. Rahlson, were apparently the general files of the Primary Metals Section of the Zinc, Lead, and Tin Price Branch, later the Basic Metals and Mining Section of the Nonferrous Metals Price Branch, and, upon the consolidation of the Iron and Steel Price Branch and the Nonferrous Metals Price Branch into the Metals Price Branch, of the Primary and Secondary Nonferrous Metals Section. The records consist chiefly of correspondence, memoranda, reports, financial studies, and work papers relating to the formulation of policies, establishment of operating procedures, interpretations by the legal staff, and administrative matters. Arranged by subject or type of material.

RECORDS CONTAINING ECONOMIC DATA ON THE COPPER, LEAD, AND ZINC INDUSTRIES. 1942-44. 10 in. 808

These records contain production and sales data of mining companies, and include memoranda and reports relating to the operation of the Premium Price Plan, which provided for the payment of a premium or bonus by the Metals Reserve Company on the production of copper, lead, and zinc from any domestic property in excess of the production quotas established for that property on the recommendation of a joint OPA-WPB Quota Committee. The series also includes copies of toll agreements with refineries and smelter agreements, together with related correspondence. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON NONFERROUS SCRAP. 1942-46. 10 in. 809

Consist chiefly of reports and questionnaires containing financial and statistical data on surveys of nonferrous scrap in New England and in



Syracuse, N. Y. Included also are memoranda relating to the formulation and operation of price policies for aluminum scrap, naval scrap, copper scrap, and zinc scrap.

RECORDS RELATING TO COMMODITY PROGRAMS. 1941-46. 48 ft. 810

Are concerned mainly with the development, administration, and decontrol of price regulations with regard to the various metals under the jurisdiction of the Section. The records consist chiefly of memoranda, correspondence, reports, studies, and tabulations containing cost, price, production, sales, and other economic data or relating to policy and procedure. The file for each commodity typically includes (1) a price action file; (2) memoranda, letters, reports, studies, and tabulations relating to policy, industry surveys, administration of regulations, meetings with industry advisory committees, and company financial data; arranged by subject; and (3) an alphabetical name file of company correspondence relating to interpretations of regulations, the submission of company data, and requests for price approval or adjustment. The series is arranged alphabetically by name of commodity (aluminum, antimony, brass and bronze, copper, ferroalloys, gold, lead and lead scrap, magnesium, minor metals and nonmetallic minerals, nickel and nickel scrap, silver, tin, and zinc).

RECORDS MAINTAINED BY THE RESEARCH AND ANALYSIS UNIT. 1941-42. 1 ft. 811

Consist of price action files, tabulations of production and sales data, and economic briefs and statistical materials relating to the various metals under the jurisdiction of the Section. Arranged by subject.

#### Records of the Fabricated Products Section

RECORDS MAINTAINED BY THE SECTION HEAD. 1942-46. 10 in. 812

These records were maintained by Weldon Welfing, Stephen van R. Spitler, and W. T. Butler, successively. They consist chiefly of memoranda, letters, reports, financial studies, and work papers relating to the formulation of policies, the establishment of operating procedures, surveys of the pricing problems of the various commodities under the jurisdiction of the Section, and the administration of the Section. Arranged by subject.

RECORDS RELATING TO COMMODITY PROGRAMS. 1941-46. 50 ft. 813

Are concerned mainly with the development, administration, and decontrol of price regulations for the various commodities under the jurisdiction of the Section. The records consist chiefly of memoranda, letters, reports, studies, tabulations, and work papers, dealing with policy and procedure or containing cost, price, production, sales, and other economic data. The file for each commodity typically contains the following: (1) a price action file; (2) memoranda, letters, reports, studies, and tabulations relating to policy and procedure, industry surveys, and company financial data; arranged by subject; (3) an alphabetical name file of company correspondence relating to interpretations of regulations, submission of company data, and requests for price approval or adjustment; and (4) company price lists and catalogs, arranged alphabetically by name of company.



The series is arranged alphabetically by name of commodity (metallic abrasives; aluminum and magnesium products; asbestos textiles; reinforcing bars; beryllium products; brass mill products; bronze wire cloth; bullet rod; collapsible tubes; cans, containers, and cylinders; industrial diamonds; die castings; drums, pails, and containers; nonferrous forgings; lead, mixed metals, and zinc products; nickel products; nuts, bolts, screws, and rivets; steel fabricated products; and miscellaneous fabricated products).

#### Records of the Economic Analysis Section

REPORT ON THE STEEL INDUSTRY. 1944. 5 in. 814

A report, "Steel Industry: Prices, Profits, and Costs," by Harold H. Wein, together with supporting financial papers and memoranda containing comments on and criticisms of the report.

#### Records of the Paper and Paper Products Price Branch

RECORDS OF THE PRICE EXECUTIVE. 1942-46. 2 ft. 815

These records were maintained by Robert Macy, James A. Perkins, J. R. Atwater, and M. E. Cody, successively. They consist chiefly of memoranda and letters relating to price policies on various commodities; organizational, procedural, and general administrative subjects; price actions taken by the Branch; activities of industry advisory committees; and industry financial and cost data. Included also are a chronological price action file for the Branch, minutes of a joint OPA-WPB Pulp and Paper Committee, Branch and Section progress reports, and an analysis by the Research Division of the pricing policies of the Branch. Arranged by subject.

GENERAL CORRESPONDENCE. 1941-42. 7 ft. 816

Correspondence with companies and individuals, maintained as a central file by the Branch before the organization of sections and operating units. It relates to price conditions in the paper industry, applications for price adjustment, the submission of company data, and complaints of housewives and other individuals. Arranged alphabetically by name of correspondent.

CORRESPONDENCE OF THE LEGAL STAFF. 1942-47. 5 in. 817

Contains interpretations of regulations or relates to agency policies on price stabilization, applications for price adjustments, protests against price orders, and petitions for amendments to regulations. Arranged by region number, regulation number, or name of addressee.

#### Records of the Printing and Fine Papers Section

GENERAL RECORDS. 1942-46. 2 ft. 818

Consist of correspondence with the War Production Board and other Government agencies, relating to policy and procedure, a program for the simplification of grades of paper, the effects of ceiling prices on production, and the export and prices of paper; copies of mailing lists of



paper manufacturers, together with samples of form letters and questionnaires used in industry surveys; and accounting reports prepared by the Accounting Department containing analyses of grade costs, sales costs, profit-and-loss data, and applications for price increase. Arranged by type of material.

RECORDS CONTAINING ECONOMIC DATA ON THE PRINTING AND FINE PAPERS INDUSTRY. 1942-45. 10 in. 819

Consist chiefly of letters, memoranda, studies, and tabulations compiled in connection with the preparation, operation, and decontrol of Maximum Price Regulation 225. The records include surveys of conditions in the printing industry; papers containing financial data on costs and prices of manufacturers of papeterie, tablets, and greeting cards; drafts of amendments to the price regulation; and letters from commercial printers and trade associations in support of the suspension of price controls. Arranged by subject.

APPLICATIONS FOR PRICE ADJUSTMENT AND PRICE DETERMINATION FOR THE PRINTING INDUSTRY. 1942-45. 5 ft. 820

Applications for price adjustment and price determination under Maximum Price Regulation 225 for various kinds of printing and printed papers, together with related letters, memoranda, and work papers. Arranged alphabetically by name of company.

PRICE FILINGS AND APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 12 ft. 821

These are price schedules and applications for price adjustments submitted by manufacturers of the fine paper products that were under the jurisdiction of the Printing and Fine Papers Section, together with related correspondence, brochures, reporting forms, and work papers. Arranged alphabetically by name of company.

RECORDS RELATING TO MERCHANTS' PRICES FOR FINE PAPER. 1941-45. 3 ft. 822

Letters, memoranda, questionnaires, and work papers relating to the origins and operations of regulations for merchants' prices for fine papers and certain paperboards. The records are grouped as follows: (1) a price action file on voluntary agreements with merchants dealing in fine papers and on Maximum Price Regulation 400; (2) accounting studies of multiproduct paper companies for the years 1936-42, compiled for reference purposes in connection with studies of prices and profits; (3) completed copies of OPA Form 230:1, Paper Distributors Questionnaire, containing 1942 operating statements; (4) letters sent over the signature of J. K. Galbraith and H. F. Taggart, Assistant Administrators of OPA, embodying interpretations of regulations or relating to voluntary agreements with paper merchants; (5) memoranda to and from regional offices relating to interpretations of regulations and surveys of merchants' resale prices for kraft wrapping paper; (6) letters, with related price lists and work papers, containing price filings and information on company business



practices; and (7) letters, with related memoranda, containing industry proposals for decontrol.

RECORDS RELATING TO THE NEWSPRINT PAPER INDUSTRY. 1941-46. 2 ft. 823

Consist chiefly of letters, memoranda, reports, financial papers, charts, and maps relating to the formulation and administration of Maximum Price Regulation 130. The records are grouped as follows: (1) accounting studies and surveys of the newsprint paper industry; (2) a price action file on the regulation, including analyses and summaries of proposed regulations and amendments, drafts of regulations, and memoranda, charts, and maps relating to the zoning divisions adopted by the Newsprint Code Authority of the National Recovery Administration, together with the adaptations of the plan incorporated into Maximum Price Regulation 130; (3) correspondence about and summary reports of industry advisory committee meetings, containing views of the industry towards price regulations; and (4) completed questionnaires submitted by newsprint paper manufacturers, containing statements of assets and liabilities, sales, costs, and profit or loss.

RECORDS RELATING TO TOILET TISSUE AND PAPER TOWELS. 1942-46. 2 ft. 824

Consist chiefly of letters, memoranda, reporting forms, and tabulations relating to the formulation and administration of Maximum Price Regulation 266. The records are grouped as follows: (1) memoranda explaining the objectives of the program of the Paper and Paper Products Price Branch for reducing prices to a previous level; (2) a price action file containing memoranda dealing with proposed regulations and amendments, background studies of the industry, and drafts of regulations; (3) financial studies of the toilet tissue, paper towel, and facial towel industry, and a statistical study of paper towel and paper napkin retail prices and gross margins on retail prices; (4) minutes of industry advisory committee meetings, with related correspondence, that reflect industry reactions to proposed price actions; (5) memoranda dealing with the Chief Counsel's legal interpretations of regulations; and (6) letter orders fixing the prices of specific commodities.

RECORDS RELATING TO COARSE PAPER DISTRIBUTORS. 1941-46. 10 in. 825

Are concerned chiefly with the development and administration of price policies for distributors of folding and setup boxes, drinking cups, egg cartons, facial tissues, napkins, paper food dishes, shirtboards, spoons, and straws. The records include letters, memoranda, and completed forms comprising a price action file for Maximum Price Regulation 349; minutes of industry advisory committee meetings; completed questionnaires containing balance sheets and profit-and-loss statements for coarse paper distributors; and memoranda, reports, tabulations, and graphs relating to financial data derived from the questionnaires. Arranged by type of material.

RECORDS RELATING TO GROUNDWOOD PAPER. 1941-46. 2 ft. 826

Are concerned mainly with the development, administration, and decontrol of price regulations for manufacturers and distributors of groundwood specialty papers (wallpaper, candy-bar wrappers, shoe-box linings, street-car transfers, sales-book slips, telegram blanks, and the like). The



records include letters, memoranda, reports, and completed forms comprising a price action file for Maximum Price Regulation 449; accounting studies of the industry, containing profit-and-loss data and grade-cost information prepared by the industry and summaries of sales, costs, and profits prepared by the Paper Accounting Branch of the OPA; and minutes of industry advisory committee meetings and correspondence reflecting the attitude of the industry towards price controls or containing protests, petitions, and applications for decontrol. Arranged by type of material.

RECORDS RELATING TO WRITING AND OTHER FINE PAPERS. 1941-46. 1 ft. 827

Consist chiefly of letters, memoranda, reports, questionnaires, tabulations, charts, and graphs, relating to the formulation and administration of price regulations for writing papers and certain other fine papers (Braille paper, chart paper, cigarette paper, greeting-card tissue, map paper, text paper, tracing paper, and the like) at the manufacturing level. The records are grouped as follows: (1) chronological histories of the origins and activities of the Writing Paper Unit, together with lists of companies dealt with by the Unit; (2) a price action file on Maximum Price Regulation 450, dealing with analyses of proposed regulations, background studies of the industry, and drafts of regulations, amendments, and statements of consideration; (3) records containing economic data on manufacturing costs, labor and wage costs, and raw material prices, and analyses by the Paper Accounting Branch of financial data submitted by the industry in support of applications for price adjustment; and (4) minutes of industry advisory committee meetings.

RECORDS RELATING TO BOOK PAPER. 1941-46. 2 ft. 828

Are concerned mainly with the development and operation of ceiling prices and pricing methods for manufacturers of book papers. The records are grouped as follows: (1) a price action file on Maximum Price Regulation 451, containing transcripts of meetings and correspondence of industry advisory committees, analyses of proposed regulations, copies of regulations, amendments, and statements of consideration, and memoranda relating to industry surveys; (2) memoranda, reports, questionnaires, tabulations, charts, and graphs containing production, sales, cost, and profit-and-loss data and information on price differentials and grade classification of paper that was submitted by companies, trade associations, and the OPA Accounting Department; and (3) copies of protests against regulations, together with supporting work papers.

RECORDS RELATING TO GLASSINE AND GREASEPROOF PAPERS. 1941-46. 10 in. 829

Are concerned mainly with the development and operation of ceiling prices for manufacturers of glassine and greaseproof papers. The records include a price action file on Maximum Price Regulation 567, containing minutes and correspondence of an industry advisory committee, analyses of regulations, drafts of regulations and statements of consideration, and chronologies of price actions; and memoranda, questionnaires, tabulations, and charts relating to financial studies of cost-price relationship and profit-and-loss data for the industry. Arranged by type of material.



RECORDS RELATING TO MISCELLANEOUS FINE PAPER PRODUCTS. 1941-46. 1 ft.

830

Include a price action file; letters, memoranda, reports, questionnaires, tabulations, and working papers containing economic data; and applications for price adjustment, petitions, and protests filed by manufacturers of facial tissues, paper napkins, and other fine paper products controlled by the General Maximum Price Regulation. Arranged by type of material.

Records of the Paper Products Section

PRICE ACTION FILE FOR PAPERBOARD. 1941-46. 2 ft.

831

Relates to the formulation and administration of regulations affecting the paperboard industry. Included are memoranda dealing with proposed regulations, accounting studies of the industry, drafts of regulations, and correspondence with other Government agencies and private firms relating to the operations of the regulations. Arranged by subject or type of material.

RECORDS CONTAINING ECONOMIC DATA ON THE PAPERBOARD INDUSTRY. 1942-43.

3 ft.

832

Chiefly records resulting from studies of the paperboard industry that were made in connection with the preparation and operation of Maximum Price Regulation 32. The records are grouped as follows: (1) completed copies of OPA Form 695:105, Sales, Costs and Profit and Loss For Selected Grades of Paperboard; (2) completed copies of OPA Form 132:9a, Paperboard--Prices, Specifications and Differentials; (3) completed copies of OPA accounting form Aggregate Financial Data For Selected Manufacturers of Paperboard, 1936-43; and (4) letters and memoranda relating to the mechanics of the survey or containing summaries of survey information.

DOCKETED CASE FILES FOR THE PAPERBOARD INDUSTRY. 1942-46. 8 ft.

833

Include applications for price adjustments, petitions for amendments to price regulations, and protests against price orders, together with related reports, memoranda, letters, and work papers, submitted by manufacturers of paperboard products under the General Maximum Price Regulation, Revised Price Schedule 32, and Revised Maximum Price Regulation 187. The case files are arranged alphabetically by name of company.

COMPANY CORRESPONDENCE RELATING TO PAPERBOARD. 1942-46. 4 ft.

834

This series was retained as a sample of the correspondence with 83 companies relating to applications for price adjustment, interpretations of regulations, requests for information, and the submission of company data. Some of the letters contain data on business practices and financial operations. Arranged alphabetically by name of company.

PRICE ACTION FILE FOR CONVERTED PAPER PRODUCTS. 1941-46. 7 ft.

835

Relates chiefly to the formulation and operation of Maximum Price Regulations 529, 359, 187, 129, 182, 459, and 463. Records relating to each regulation include some or all of the following: industry studies prepared



prior to approval of the regulation, minutes of meetings and memoranda reflecting consideration of the regulation by an industry advisory committee, drafts of the regulation, studies prepared during surveys of the operation of the regulation, and protest and petition case files. Arranged by regulation in the order mentioned.

COMPANY CORRESPONDENCE RELATING TO CONVERTED PAPER PRODUCTS. 1942-46.

20 ft.

836

Contains interpretations of regulations or relates to the membership of industry advisory committees, price determinations, requests for information, and the submission of company data to the OPA. Some of the letters contain data on business practices and financial operations. Arranged alphabetically by name of company.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES FOR PAPER BOX MANUFACTURERS. 1941-42. 5 in.

837

Consist chiefly of summaries of meetings, memoranda, and correspondence containing information on the deliberations of industry advisory committees with regard to industry survey data and proposed regulations to fix prices of setup boxes, corrugated containers, solid fiber boxes, folding boxes, and shoeboxes. Arranged chronologically by date of committee meeting.

PRICE ACTION FILE FOR WASTEPAPER. 1941-46. 2 ft.

838

Documents the history of the formulation and operation of Maximum Price Regulation 30. It includes memoranda reflecting the development of policies with regard to wastepaper, economic studies of the industry, letters revealing industry reaction to the proposed price action, drafts of the proposed regulation, and letters and memoranda dealing with selected cases of reported violations of the wastepaper price schedule. Arranged by type of material.

PROTESTS AND PETITIONS RELATING TO WASTEPAPER. 1942. 10 in.

839

Copies of protests against regulations and petitions for amendments to regulations that were submitted by dealers in wastepaper, together with related memoranda and letters. Unarranged.

REGIONAL CORRESPONDENCE RELATING TO WASTEPAPER. 1942-46. 5 in.

840

This correspondence with regional offices deals chiefly with interpretations of regulations, relations with individual companies, and regulations governing the export of wastepaper products. Arranged chronologically by year.

COMPANY CORRESPONDENCE RELATING TO WASTEPAPER. 1942-46. 7 ft.

841

This series is similar in content to that described in entry 836. Arranged alphabetically by name of company.

RECORDS RELATING TO WASTE RAGS. 1942-46. 1 ft.

842

Letters, memoranda, reports, questionnaires, tabulations, and charts, relating mainly to the development and administration of price policies for waste rags, waste ropes, and waste strings. The records include a



price action file documenting the history of Maximum Price Regulation 47, studies of the purchase and sales of ropes and wiping rags, and protests and petitions. Arranged by type of material.

RECORDS RELATING TO DRY ROOFING AND FLOORING FELT. 1942-46. 1 ft. 843

Letters, memoranda, questionnaires, and tabulations relating to the development and administration of Maximum Price Regulation 369. The records include financial and statistical studies of the production, sales, and costs of dry roofing and flooring felt manufacturers; a price action file on the regulation, containing analyses and summaries of the regulation and amendments; and completed copies of OPA forms containing profit-and-loss statements for the manufacturers. Arranged by type of material.

RECORDS RELATING TO WIPING CLOTHS. 1942-46. 10 in. 844

This series, relating to the development and administration of price policies for unwashed and washed wiping cloths, is similar to that described in entry 843. Arranged by type of material.

RECORDS RELATING TO UNDERWEAR CUTTINGS AND COTTON HOOKED-RUG MATERIALS. 1942-46. 1 ft. 845

This series, relating to the development and operation of price policies for new cotton, linen, and underwear cuttings and cotton hooked-rug materials, is similar to that described in entry 843. Arranged by type of material.

PRICE ACTION FILES FOR WAXED PAPER AND MATCHES. 1942-46. 10 in. 846

Memoranda, reports, letters, and tabulation sheets relating to the formulation and operation of Maximum Price Regulations 307 and 365. Included are memoranda dealing with proposed regulations; accounting studies of the waxed paper, wood match, and book match industries; minutes of industry advisory committee meetings; and drafts of the regulations. Arranged by type of material.

ACCOUNTING REPORTS ON MISCELLANEOUS CONVERTED AND INDUSTRIAL PAPERS. 1942-45. 5 in. 847

These reports, containing sales, cost, and profit-and-loss data, were submitted by manufacturers of industrial paper, milk bottle caps, glazed and fancy papers, liquid-tight containers, soda and drinking straws, and other paper products, in support of applications for price adjustment. Included are some reports prepared by the Paper Accounting Branch as exhibits in the adjudication of price adjustment cases. Arranged by commodity.

COMPANY CORRESPONDENCE RELATING TO INDUSTRIAL PAPER. 1942-46. 9 ft. 848

This series, relating to industrial paper manufacturers, is similar to that described in entry 836. Arranged alphabetically by name of company.



## Records of the Raw Materials Section

PRICE ACTION FILE FOR PULPWOOD. 1942-46. 2 ft. 849

Documents the history of the formulation of Maximum Price Regulations 30, 32, 257, 361, 387, 388, 410, 433, 437, 464, 530, and 565, all of which pertain to pulpwood produced in various geographical areas. Records relating to each regulation include some or all of the following: memoranda reflecting the development of policies with regard to the commodity, economic studies of the industry, letters showing industry reaction to the proposed price regulation, copies of minutes and summaries of regional industry advisory committee meetings, drafts of proposed regulations, and copies of protests and petitions for amendment and adjustment. Arranged by regulation and thereunder chronologically.

REPORTS OF MANUFACTURERS' COSTS. 1942. 2 ft. 850

Consist of completed copies of OPA questionnaire Statistical Data Relating to Pulp Manufacturing Costs. Arranged alphabetically by name of company.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 2 ft. 851

Copies of OPA Form 695-1030, Application For Adjustment Incomplete Contract Logging Service, with related correspondence, petitions, and protests. Arranged alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE WOODPULP INDUSTRY. 1942-46. 4 ft. 852

Chiefly records resulting from studies of the woodpulp industry compiled in connection with the preparation and operation of Maximum Price Regulation 114. The records are grouped as follows: (1) a price action file on Maximum Price Regulation 114; (2) reports and related work papers dealing with a United States Tariff Commission study of the production cost of woodpulp and the earnings of a representative group of domestic producers; (3) statistical studies of woodpulp production and sales in various geographical areas; (4) memoranda relating to the financing and operation of the woodpulp subsidy program; (5) memoranda containing legal interpretations of regulations from the Office of the Chief Counsel; (6) letters and memoranda relating to industry advisory committee meetings; and (7) completed copies of OPA form Report of All Pulp Sales by Brokers and Selling Agents Where Shipments Were Made by Producers Directly to Domestic Consumers.

REPORTS ON PULP SALES AND COSTS. 1942-46. 10 ft. 853

Consist of copies of OPA Form 695-238, Statement of Net Realization on All Pulp Sales, and OPA Form 695-239, Statement of Pulp Sales, Costs, and Profit and Loss. Arranged in two groups, one for 1942 and one for 1943-46, and thereunder alphabetically by name of company.

RECORDS RELATING TO CLAIMS FOR WOODPULP SUBSIDY PAYMENTS. 1945-46. 2 ft. 854

These claims for subsidy payments, resulting from increased cost of



pulpwood, relate to woodpulp sold and shipped under contracts with the Reconstruction Finance Corporation and the Defense Supplies Corporation. The records include affidavits of claimants for subsidy payments; copies of OPA Form 695-239, Statement of Pulp Sales, Costs, and Profit and Loss, with supporting work papers; letters and memoranda relating to the claims; and copies of contracts. Arranged alphabetically by name of company making the claim.

COMPANY CORRESPONDENCE RELATING TO WOODPULP. 1942-46. 11 ft. 855

Letters, together with related interoffice memoranda, relating to applications for price approval and adjustment, interpretations of regulations, and the submission of company data. Arranged alphabetically by name of company.

#### Records of the Rubber Price Branch

GENERAL RECORDS. 1941-46. 6 ft. 856

Consist chiefly of memoranda, letters, reports, studies, and work papers relating to the formulation of policies, establishment of operating procedures, interpretation of regulations, and collection of information. The records are grouped as follows: (1) memoranda relating to policy and procedure and interpretations of regulations, or to meetings with the Rubber Manufacturers Association and the Tire Distributors Industry Advisory Committee; (2) regional correspondence containing interpretations of regulations or dealing with individual pricing problems; (3) economic briefs on the development of maximum prices for synthetic passenger-car and truck tires; (4) studies of manufacturers' costs of synthetic tires and tubes; (5) completed copies of OPA Form 608-1027, Rubber Industry Financial Report, containing quarterly reports of tire manufacturers, 1944-45; (6) reports of the examination by the Rubber Accounting Section of prices for new tires and tubes of selected companies; (7) cost studies of tire dealers' sales, costs, and profits, 1941-42; (8) chronologies of the price history of new and used tires and tubes; and (9) reports of industry advisory committees in support of decontrol.

RECORDS OF THE PRICE EXECUTIVE. 1941-46. 6 ft. 857

These records were maintained by Lester V. Chandler, Robert V. Mitchell, and George W. Strasser, successively. They include memoranda and letters relating to price policies for various commodities and to organizational, procedural, and general administrative subjects; reports containing financial and statistical data on the rubber industry; and forms and tabulations containing data on individual price actions. Arranged by subject.

CORRESPONDENCE OF THE LEGAL STAFF. 1942-46. 10 in. 858

Contains interpretations of regulations or relates to agency policies on price stabilization, applications for price adjustment, protests, and petitions. Arranged by regulation number.

CORRESPONDENCE RELATING TO PRICE POLICIES. 1941-46. 1 ft. 859

Concerns the preparation, operation, and decontrol of regulations.



The records consist mainly of memoranda containing information on price policies with regard to the commodities under the jurisdiction of the Branch. Included also is a complete set of regulations administered by the Tires and Tubes Section. Arranged by regulation number.

RECORDS CONTAINING ECONOMIC DATA ON CRUDE AND SYNTHETIC RUBBER. 1942-45. 3 ft. 860

Chiefly records resulting from studies conducted to supply data for establishing maximum prices for crude and synthetic rubber products. Included are price action files for factice, balata, and guayule; memoranda, letters, tabulations, and financial papers containing computations of manufacturers' production costs and ceiling prices; and memoranda and reports on allocations and prices of crude rubber and costs of its production in the Far East and South America. Arranged by commodity.

FINANCIAL REPORTS. 1942-44. 2 ft. 861

Consist of monthly profit-and-loss reports of rubber manufacturing companies; quarterly reports of net sales, gross profit, and net operating profit for companies manufacturing replacement tires and tubes, original equipment tires and tubes, boots and shoes, mechanical goods, drugs, sundries, and other commodities; memoranda relating to a cost accounting formula for reclaimed rubber; Reconstruction Finance Corporation reports on purchases of strategic and critical materials; and company correspondence containing profit-and-loss statements. Arranged by type of material.

STUDIES OF COSTS AND EARNINGS OF RUBBER MANUFACTURERS. 1941. 10 in. 862

Consist of balance sheets, profit-and-loss statements, and supporting accounting reports. Arranged alphabetically by name of company.

COMPANY CORRESPONDENCE. 1941-42. 2 ft. 863

This series was apparently maintained as a central file by the Branch before it was organized into Sections. The correspondence contains mainly interpretations of regulations, price filings, and requests for information, but also data on business practices and financial operations. Arranged alphabetically by name of company.

Records of the Tires and Tubes Section

RECORDS CONTAINING ECONOMIC DATA ON THE TIRE INDUSTRY. 1941-42. 2 ft. 864

Chiefly records resulting from studies of the tire and tube industry that were compiled in connection with the preparation of price regulations. The records include studies of manufacturers' costs and earnings; completed questionnaires relating to surveys of airplane tires, passenger car tires, bicycle tires, farm equipment tires, and the like; and memoranda relating to the activities of industry advisory committees. Arranged by subject.

RECORDS RELATING TO NEW RUBBER TIRES AND TUBES. 1942-43. 3 ft. 865

Are concerned chiefly with the development and operation of price



regulations for new rubber tires and tubes. The records include letters, memoranda, and completed forms that comprise a price action file for Maximum Price Regulation 63; studies of 1943 retail prices and prices of tires and tubes sold under brand names not owned by the manufacturer; specifications of and price relationships between grades and sizes of tires; reports of tire inspectors on retail buying activity; and company correspondence containing interpretations of regulations or relating to the submission of price lists. Arranged by type of material.

RECORDS RELATING TO RETREADED AND RECAPPED RUBBER TIRES. 1942-46. 7 ft. 866

Are concerned chiefly with the development and administration of Maximum Price Regulation 66, which established prices for retreaded and recapped rubber tires and for the retreading and recapping of rubber tires. The records include a price action file on the regulation; economic briefs on the industry; interoffice and regional correspondence relating to policy and procedure and individual pricing problems or containing interpretations of regulations; correspondence with companies relating to applications for price adjustment; studies of airplane tire treading, basic tube carcasses, recapping of farm tractor tires, weights of camelback used for recapping passenger car tires, recapping of industrial tires, and the like; and completed questionnaires, worksheets, and tables containing prices, profits, costs, and volume surveys of the retreading and recapping industry. Arranged by type of material.

RECORDS RELATING TO SCRAP RUBBER. 1941-46. 1 ft. 867

Are concerned chiefly with the development and administration of Maximum Price Regulation 87, which established ceiling prices for any waste or discarded rubber article or material usable for the production of reclaimed rubber or in the manufacture of any rubber product. The records include a price action file on the regulation; an economic brief on the industry; studies of scrap rubber specifications, the production and shipment of reclaimed rubber, and prices of scrap army tires and other types of rubber scrap; minutes of industry advisory committee meetings; and copies of editorials from the "Waste Trade Journal" reflecting the attitude of the industry towards price controls. Arranged by type of material.

RECORDS RELATING TO USED TIRES AND TUBES. 1941-46. 1 ft. 868

Are concerned chiefly with the development of price policies for used tires and tubes. The records include letters, memoranda, and reports that comprise a price action file for Maximum Price Regulation 107; economic briefs on the industry; worksheets and charts showing average wholesale and retail tire prices; company price lists and tire inspectors' reports on used tire prices; memoranda, reports, and completed forms relating to a survey of the compliance of used tire dealers with OPA regulations; memoranda and reports of price panels, which were set up to receive cases of violations and to hold conferences with dealers found to be in violation; and company correspondence embodying applications for price approval. Arranged by type of material.



RECORDS RELATING TO ORIGINAL EQUIPMENT TIRES AND TUBES. 1941-46. 3 ft. 869

Are concerned chiefly with the development and administration of price policies governing the sale of tires and tubes to be mounted on new vehicles as original equipment. The records include a price action file on Maximum Price Regulation 119; memoranda, tabulations, and worksheets containing cost price analyses for various types and sizes of tires and tubes; and company correspondence containing price filings, profit-and-loss statements, and other company data. Arranged by type of material.

RECORDS RELATING TO TIRE AND TUBE REPAIR MATERIALS. 1941-46. 4 ft. 870

Are concerned chiefly with the development and administration of price policies for camelback and other tire and tube repair materials. The records include a price action file on Maximum Price Regulation 131; economic briefs on the camelback industry, patches, boots and reliners made from scrap tires, and tire and tube repair materials; summaries of industry advisory committee meetings; memoranda, worksheets, and graphs containing technical and statistical data collected during cost and price surveys of the tire repair industry; and company correspondence containing applications for price approval and adjustment, OPA orders, interpretations of regulations, and requests for information. Arranged by type of material.

RECORDS RELATING TO WHOLESALE PRICES FOR NEW TIRES AND TUBES. 1941-46. 6 ft. 871

Are concerned mainly with the development and operation of Maximum Price Regulation 143, which established ceiling prices at the wholesale level for new rubber tires and tubes. The records are grouped as follows: (1) a price action file on the regulation; (2) company correspondence containing applications for price determination and adjustment and OPA orders; (3) memoranda containing analyses and copies of tire mileage agreements for sale of tires, made between suppliers of tires and operators of buses and taxicabs; (4) memoranda, manuals, instructions, and worksheets relating to an idle-tire purchase plan under which dealers with excess stocks of passenger car tires not disposable under rationing regulations could sell them to the Defense Supplies Corporation through 57 manufacturers and mass distributors; (5) memoranda and completed questionnaires pertaining to a survey of unit costs of manufacturers' brands of passenger car tires made from reclaimed rubber; (6) completed copies of OPA Form 696-1050, Sales, Costs and Profits of Independent Tire Dealers, 1936-1944; and (7) completed copies of OPA Form 6082-2509, Survey of Current Retail and Wholesale Prices Received From Sale of Tires and Tubes by Dealers.

RECORDS RELATING TO GOVERNMENT PURCHASES OF NEW TIRES AND TUBES. 1941-46. 2 ft. 872

Are concerned chiefly with the development and operation of Maximum Price Regulation 415. The records are grouped as follows: (1) a price action file on the regulation; (2) memoranda, letters, minutes, reports, worksheets, and tabulations of the Tire Pricing Board, members of which



represented Government procurement agencies and established purchase prices for vehicle and airplane tires and tubes through direct negotiations with each tire company; (3) cost studies of tire manufacturers, made by the Procurement Division of the Treasury Department; (4) cost studies of airplane tires and tubes, made by the OPA; and (5) company correspondence relating to applications for price adjustment, price filings, and the submission of company data.

RECORDS RELATING TO BICYCLE TIRES AND TUBES. 1941-46. 1 ft. 873

Are concerned chiefly with the development and administration of Maximum Price Regulation 435. The records include a price action file on the regulation; an economic brief on the industry; memoranda and worksheets containing economic data on bicycle tire production costs; and company correspondence containing applications for price determination and adjustment, protests, petitions, price lists, and information on bicycle tire costs and pricing policies. Arranged by type of material.

PRICE ACTION FILE FOR TIRE AND TUBE REPAIRING. 1941-46. 10 in. 874

Relates to the formulation and administration of Maximum Price Regulation 528. Included are memoranda dealing with proposed regulations, field trips of OPA officials, and meetings with industry leaders; economic briefs on tire repair servicing; and price lists of repair service charges, 1936-42. Arranged by type of material.

Records of the Rubber Products Section

RECORDS RELATING TO MECHANICAL RUBBER GOODS. 1941-46. 8 ft. 875

Are concerned chiefly with the development of price policies for belting, hose and tubing, jar rings, lined or covered tanks, pipes and fittings, packing, sheet and strip rubber, plumbers' supplies and specialties, tape, thread and yarn, airplane parts, automotive parts, brake linings and clutch facings, flooring, mats and matting, foamed latex products, gaskets, rubber covered rolls, sponge rubber goods, and other mechanical rubber products. The records include a price action file for Maximum Price Regulation 149; interoffice memoranda containing recommendations for decontrol; regional memoranda embodying interpretations of regulations or relating to individual pricing problems; memoranda, letters, and worksheets relating to cost formulas used to figure selling prices on mechanical rubber goods; cost studies for cotton rubber-lined fire hose, neoprene hose, hard-rubber battery containers, and other rubber products; and company correspondence relating to the submission of data or containing price filings and applications for price determination and adjustment. Arranged by type of material.

RECORDS RELATING TO RECLAIMED RUBBER. 1941-46. 2 ft. 876

Are concerned chiefly with the development and operation of Maximum Price Regulation 56. The records include a price action file for the regulation; memoranda, charts, and worksheets containing cost and price data on reclaimed rubber; and company correspondence embodying interpretations of regulations, applications for price adjustment, OPA orders,



and listings of grades and quantities of scrap rubber purchased. Arranged by type of material.

RECORDS RELATING TO WATERPROOF RUBBER FOOTWEAR. 1942-46. 4 ft. 877

Are concerned chiefly with the development and operation of Maximum Price Regulations 132 and 229. The records are grouped as follows: (1) a price action file on the regulations, including copies of regulations, amendments, and statements of consideration, chronologies of price actions, and economic briefs on the industry; (2) copies of price lists and catalogs of manufacturers of canvas footwear; (3) company correspondence containing interpretations of regulations and applications for price approval, or relating to the submission of company data; (4) memoranda, worksheets, charts, and tabulations containing cost studies of rubber footwear, heels, and soles; (5) memoranda relating to the development of a rationing program for waterproof footwear; and (6) completed questionnaires on a 1942 survey of retail price of rubber footwear.

RECORDS RELATING TO RUBBER HEELS AND SOLES. 1941-46. 5 ft. 878

Are concerned mainly with the development and operation of Maximum Price Regulations 200 and 477. The records are grouped as follows: (1) a price action file on the regulations, including proposals for price action, drafts of regulations, amendments, statements of consideration, economic briefs on the industry, and chronologies of price actions; (2) memoranda, charts, and worksheets containing economic data on footwear specifications and rationing procedures; (3) price lists for the manufacture of rubber heels and soles and the shoe repair trade; (4) cost studies of manufacturers' unit costs of rubber heels, soles, strips, and slabs; (5) completed questionnaires on surveys of retail prices for attached rubber heels and soles; and (6) company correspondence containing applications for adjustment, OPA orders, interpretations of regulations, and information on company business practices.

RECORDS RELATING TO RUBBER DRUG SUNDRIES. 1941-46. 5 ft. 879

Are concerned chiefly with the development and operation of price policies for hot water bottles; ice bags; syringes; baby supplies; rubber tubing; stopples, irrigators, bulbs, bulb goods, and hard rubber for medical, surgical, dental, mortuary, veterinary, and laboratory purposes; rubber gloves and finger cots; hospital and surgical supplies; prophylactics and other devices for the prevention of diseases; and other rubber medical, surgical, orthopedic, pharmaceutical, and laboratory goods. The records are grouped as follows: (1) a price action file for Maximum Price Regulations 300 and 301; (2) memoranda reflecting early attempts to prepare a price regulation for the industry; (3) letters from wholesale and retail druggists' trade associations containing comments on proposed regulations; (4) memoranda, questionnaires, charts, graphs, and worksheets containing statistical data on the prices, sales, production, and inventories of manufacturers and distributors; and (5) company correspondence containing interpretations of regulations, requests for price approval, and price filings.



RECORDS RELATING TO GOVERNMENT PURCHASES OF RUBBER COMMODITIES. 1942-46. 3 ft. 880

Are concerned chiefly with the development and operation of price policies for Government purchases of rubber war goods. The records include a price action file for Maximum Price Regulation 403, containing drafts of proposed regulations, chronologies of price actions, and economic briefs; minutes and bulletins of the War Goods Price Council of OPA's Office of War Goods (War Goods Coordinator), embodying suggestions for the coordination of policy of the different branches in respect to the pricing of war goods; memoranda, circulars, and tabulations of the Rubber Reserve Company, relating to the stockpiling of rubber and the distribution of rubber to meet the needs of the industry; and company correspondence containing price filings and requests for price approval. Arranged by type of material.

RECORDS RELATING TO TESTS AND SPECIFICATIONS OF RUBBER PRODUCTS. 1942-46. 2 ft. 881

Memoranda, correspondence, and reports on specifications relating to tests conducted by the Rubber Section of the OPA's Standards Division and by the National Bureau of Standards. Arranged alphabetically by name of commodity.

RECORDS RELATING TO PLASTIC AND RESIN PRODUCTS. 1942-43. 5 in. 882

Are concerned chiefly with the development of price policies for plastic and resin products that were converted into substitute rubbers. The records include a price action file for Maximum Price Regulation 406, containing summaries of meetings with industry leaders and drafts of regulations; and company correspondence embodying applications for price determination, requests for price approval, and OPA orders. Arranged by type of material.

#### Records of the Coated Fabrics Section

RECORDS RELATING TO COATED AND COMBINED FABRICS. 1942-46. 3 ft. 883

Are concerned chiefly with the development and operation of price policies for all coated and combined fabrics having a textile base, which are woven or knitted, and which are coated with rubber, synthetic rubber, or substitute rubber. The records are grouped as follows: (1) a price action file for Maximum Price Regulation 478, including economic briefs, and drafts of regulations, amendments, and statements of consideration; (2) letters, memoranda, questionnaires, and worksheets containing profit-and-loss statements, balance sheets, and volume, cost, price, and sales data for window shades, automobile topping material, combined shoe fabrics, tags and label cloths, wall cloth, and other fabrics; (3) interoffice memoranda relating to policy and procedure; (4) accounting reports on fabrics manufacturers, made by the Rubber Accounting Section of OPA to ascertain price determining methods, analyze direct costs and gross margins, or to secure profit-and-loss statements; (5) minutes of industry advisory committee meetings for manufacturers, converters, and wholesalers, reflecting their attitudes toward price regulation; and (6) a 10-percent sample of company correspondence containing interpretations of regulations,



price lists, applications for price adjustment, and company data.

PRICE ACTION FILE FOR OILCLOTH, BOOK-CLOTH, AND THE SERVICE OF APPLYING LEATHER FINISHES TO BASE-COATED FABRICS. 1945-46. 5 in. 884

This file documents the establishment of specific maximum prices for the manufacture of oilcloth and book-cloth under Maximum Price Regulation 478, and for the services of applying finishes to base-coated fabrics to simulate leather, under Supplementary Service Regulation 63 to Revised Maximum Price Regulation 165. Included are memoranda dealing with proposed regulations, background studies of the industries, minutes of meetings with industry members, and drafts of regulations. Arranged by regulation and thereunder by amendment number.

RECORDS RELATING TO CERTAIN RUBBER COMMODITIES. 1941-46. 10 ft. 885

Are concerned with the formulation and operation of Maximum Price Regulation 220, which established prices for rubber commodities not provided for in price regulations other than the General Maximum Price Regulation. The records are grouped as follows: (1) a price action file for the regulation; (2) interoffice memoranda relating to policy and procedure; (3) regional office memoranda containing interpretations of regulations or dealing with local pricing problems; (4) cost and price studies of rubber products manufacturers; (5) a 10-percent sample of company correspondence containing applications for price approval and price filings; (6) a 10-percent sample of correspondence with elastic webbing, braid, and cord manufacturers relating to applications for price approval, price filings, and other financial data; (7) letters, memoranda, and work papers containing economic data on the elastic webbing, baby pants, rubber cement, rubber band, rubber stamp, rubber glove, hospital sheeting, and bathing cap industries; (8) memoranda, completed questionnaires, and worksheets relating to a 1943 retail and wholesale price survey for protective clothing; and (9) company correspondence, 1941-42, relating to the pricing of rubber products under the General Maximum Price Regulation.

#### RECORDS OF THE SERVICES AND FOREIGN TRADE PRICE DIVISION

RECORDS MAINTAINED BY MERLE FAINSOD. 1942-43. 4 ft. 886

These records, which reflect the directorship of Merle Fainsod over the activities of the Retail Trade and Services Division, consist mainly of reports, studies, memoranda, field price instructions, correspondence with industry, and trade publications. They relate chiefly to the organization, administration, program, policy, and personnel of the Division and its constituent branches; meetings with national and regional office key personnel, and with industry representatives; retail and wholesale price control; wholesale distribution; price adjustment; consumer credit; retail registration and price posting; compliance; informative labeling; wages; and public opinion. Included also are drafts and lists of regulations affecting the retail trade; reports and worksheets prepared by staff members and other agencies on department store sales, expenses, and operations; a study of food prices in the District of Columbia; a report on the control of consumer credit as a factor in armaments production;



and weekly progress reports of the Division. Arranged alphabetically by subject or type of material.

RECORDS OF THE DIVISION COUNSEL. 1941-46. 2 ft. 887

These records reflect Milton M. Thompson's service as Counsel in the Legal Division(1941-42), Chief Counsel of the Export-Import Price Branch, and finally as Counsel for the Services and Foreign Trade Price Division. They include minutes and/or summaries of meetings with the staff, officers of other Government agencies, and representatives of the export-import trade; quarterly reports; policy memoranda relating to administrative procedures and export-import price control problems; copies of letters sent (1941) to other Government agencies and private firms relating to priority and price control over aluminum, copper, and zinc; memoranda dealing with concentration of production and retail credit control programs; drafts of regulations; and miscellaneous reference materials relating to investigations conducted by congressional committees. Arranged by subject or type of material.

PROCEDURAL MEMORANDA. July 1942-Feb. 1943. 1 in. 888

Memoranda of the Retail Trade and Services Legal Division relating mainly to services covered by or exempted from the General Maximum Price Regulation and Maximum Price Regulation 165, procedure in processing national cases, delegation of authority to act for the Price Administrator, and the mail clearance system. Arranged chronologically. Drafts of procedural manuals prepared for the staff are at the end of the series.

RECORDS RELATING TO COMPLIANCE. 1942-46. 4 in. 889

These records, relating to compliance and enforcement programs, were apparently maintained by Frederick Roselius, Director of the Services and Foreign Trade Price Division and Chairman of the OPA National Services Compliance Committee. They are in three groups, as follows: (1) miscellaneous memoranda relating to the organization and program of compliance committees (later called coordinating committees), arranged chronologically; (2) summaries of National Services Compliance Committee meetings, unarranged; and (3) reports of proceedings at regional services compliance committees, prepared by the executive secretary of each committee and submitted to the Director of the Services and Foreign Trade Price Division, arranged by region number.

OUTGOING CORRESPONDENCE OF THE RETAIL TRADE AND SERVICES DIVISION. May-Dec. 1942. 2 ft. 890

Copies of memoranda or letters sent to regional offices, Congressmen, officials of other Government agencies, retail trade and service establishments, and private individuals, relating to various aspects of price control over retail trades and services. Arranged alphabetically by first letter of addressee's surname and thereunder chronologically.



## Records of the Export-Import Price Branch

GENERAL RECORDS. 1942-46. 1 ft.

891

Consist chiefly of memoranda, and correspondence with other Government agencies, exporters, and importers, but include also reports, summaries of conferences with the trade, statistical materials, and work papers. The records relate to export premium charges, liaison with other agencies, procedures with regard to compliance activities and the interception of messages dealing with foreign trade, applications for export licenses, lend-lease, the administration of export regulations, and personnel matters. Arranged alphabetically by subject, commodity, or type of material.

ADMINISTRATIVE RECORDS. 1942-46. 1 in.

892

Consist of administrative orders, correspondence and memoranda, and quarterly reports, relating to the establishment and functions of the Office of Export-Import Price Control and its successors; work programs and responsibilities of units within the Branch; and liaison activities with, successively, the Board of Economic Warfare, the Foreign Economic Administration, and the Office of International Trade, and with other Government agencies. Arranged by type of material.

POLICY MEMORANDA. 1942-46. 1 ft.

893

Consist chiefly of memoranda, but include also reports, directives, statements by key personnel, transcripts of telephone communications between Seymour E. Harris, Chief of the Branch, and officials of other Government agencies, summaries of meetings, and correspondence with the Board of Economic Warfare, the Office of Lend-Lease Administration, the War Shipping Administration, the United States Tariff Commission, the War Production Board, and other Government agencies, relating to the formulation and administration of export and import pricing policy; the application of regulations to commodities; price adjustment operating instructions; coordination of enforcement activities with those of the Board of Economic Warfare; tariff and trade control; problems in transportation and warehousing of commodities for import and export; and procedures for decontrol of commodities. Arranged alphabetically by subject.

RECORDS RELATING TO MEETINGS. 1942-46. 10 in.

894

These records reflect the participation of the Export-Import Price Branch in OPA and interagency conferences, industry advisory committee meetings, and meetings with the trade and foreign purchasing missions. They relate to the formulation, administration, and decontrol of regulations governing prices of exports and imports. Included are memoranda, correspondence, reports and transcripts of proceedings, agenda for meetings, and lists of representatives. The records are in two parts, one part arranged by name of conference, association, mission, council, or chamber of commerce; and the second part, a correspondence file, arranged alphabetically by name of company.

RECORDS RELATING TO COMMITTEES. 1942-46. 9 in.

895

Correspondence, memoranda, progress reports, press releases, and drafts



of regulations and statements of consideration, relating chiefly to the activities of OPA and interagency committees in connection with the control and decontrol of export and import prices and the formulation and administration of governing regulations. Included are reports and recommendations of boards of review appointed to consider protests. Arranged by title of committee.

MISCELLANEOUS MEMORANDA. 1942-46. 1 ft.

896

Relate to general administrative matters and to the formulation, modification, interpretation, and administration of regulations controlling prices of imports and exports. Arranged in three groups as follows: (1) interoffice memoranda, arranged chronologically; (2) intraoffice memoranda, 1943-44, arranged chronologically; and (3) correspondence with field offices, arranged alphabetically by name of city in which the regional office was located and thereunder chronologically.

#### Records of the Liaison Section

COMPANY CORRESPONDENCE. 1942-45. 12 ft.

897

Correspondence with exporters, reflecting the liaison between the OPA and the Foreign Economic Administration or its predecessors with regard to granting export licenses and establishing export prices in conformity with the Maximum Export Price Regulation. Related price lists and applications for licenses are filed with the correspondence. Arranged alphabetically by name of company.

#### Records of the Analysis and Statistics Section

PROJECT FILES. 1942-46. 3 in.

898

Relate to proposals for surveys of the export-import trade that were submitted to the Statistical Standards Branch of OPA's Administrative Management Department. They include memoranda, letters, forms, questionnaires, and work papers relating to the proposals. Arranged by project number assigned to the proposal by the Statistical Standards Branch.

REPORTS AND STUDIES. 1942-43. 5 in.

899

These reports and studies, apparently maintained by Margaret S. Gordon, Head of the Section, embody economic analyses of the import-export trade. Related memoranda and memoranda dealing with the functions and operations of other agencies concerned with foreign trade are interfiled among the reports and studies. Arranged by calendar month.

#### Records of the Export Section

PRICE ACTION FILE. 1942-46. 1 ft.

900

Relate to the formulation, interpretation, and operation of the Maximum Export Price Regulation, and amendments and revisions thereto. Included are summaries of meetings with the staff, representatives of other Government agencies, and with various exporters; memoranda; correspondence with other Government agencies and exporters; background studies, statistics



on exports, and economic briefs; proposals for price actions and orders; summaries of price actions; copies of letter orders and amendments and opinions issued under the Second Revised Maximum Export Price Regulation; rough drafts of regulations and statements of consideration; and miscellaneous work papers. Arranged by subject or type of material.

RECORDS RELATING TO COMMODITIES. 1942-45. 2 ft. 901

Correspondence, memoranda, reports, studies, and orders relating to or embodying (1) price adjustments, determinations, and authorizations; (2) administration and application of import and export price regulations; (3) interpretations of provisions and definitions of terms within the regulations; (4) meetings with trade representatives; (5) commodity data prepared or compiled by other OPA branches; and (6) conferences with OPA commodity specialists. Arranged alphabetically by name of commodity.

RECORDS RELATING TO SUBSIDIES. 1942-44. 10 in. 902

Consist chiefly of correspondence, memoranda, reports, commodity lists, rate tables, and publications, reflecting collaboration of the OPA with the War Shipping Administration and other Government agencies in effecting subsidy programs, standards, and techniques for the stabilization of prices of selected imports. Included also are correspondence with the War Shipping Administration dealing with the reduction of war-risk insurance rates, ocean freight rate surcharges, and other costs; a compilation of several exhibits loaned by the Branch to the Deputy Administrator in Charge of Price for use by the Bureau of the Budget in connection with work on subsidies for the Byrnes Committee (a committee apparently formed by James F. Byrnes as Director of the Office of Economic Stabilization in 1942); and reports and memoranda relating to British and Canadian subsidy policies. Arranged by subject.

RECORDS RELATING TO FOREIGN ECONOMIC MISSIONS. 1942-46. 5 in. 903

Chiefly correspondence, but with some related memoranda, with representatives of foreign economic missions, relating to price information on various commodities; requests for regulations; interpretations of provisions and definitions of terms within import and export price regulations; protests by foreign nationals against alleged price violations; and other problems involving import-export price control and licensing. Arranged alphabetically by name of country or geographical area with which the representative was concerned.

RECORDS RELATING TO PRICE CONTROL IN FOREIGN COUNTRIES. 1942-46. 4 in. 904

Consist chiefly of reports and copies of articles and addresses prepared by Seymour E. Harris, Director of the Office of Export-Import Price Control; correspondence with exporters and agencies concerned with inter-American trade; excerpts from United States Embassy reports; and publicity material for Latin-American distribution. They relate to the stabilization of export prices, exchange of price control information and experiences, anti-inflationary programs, and activities of the OPA Advisory Mission in Latin-American countries. Included also are reports prepared by the Foreign



Information Unit of OPA on black market operations in clothing and food in the United Kingdom. The first part of the series, relating mainly to Latin America, is arranged by calendar year; the second part is arranged alphabetically by name of country.

RECORDS RELATING TO FOREIGN MARKETING OF AMERICAN GOODS. 1942-45. 3 in. 905

Reflect the interest of the Branch in margins and profits realized by foreign merchants for American goods. The records include reports, publications, and materials containing statistical commodity data, together with related interoffice memoranda. Arranged alphabetically by name of area, country, or territorial possession.

PETITIONS FILED BY EXPORTERS. 1942-43. 9 in. 906

Petitions for exception from or amendment to the Maximum Export Price Regulation and other regulations, together with related memoranda, correspondence with the exporter, and copies of the OPA order and accompanying opinion. Arranged alphabetically by name of exporting firm.

APPLICATIONS FOR RELIEF. 1941-42. 9 in. 907

This is a sampling of case files that relate to applications for relief from the export provisions of Price Schedule 49. A typical case file includes letters received from the firm together with papers containing financial data and other affidavits supporting the request for relief; and copies of letters sent by the OPA granting or denying the request or requesting additional data. Arranged alphabetically by name of exporting company.

RECORDS RELATING TO A SURVEY OF PREMIUMS CHARGED BY EXPORTERS. 1942-46. 3 ft. 908

Reports, studies, memoranda, transcripts of meetings with exporters, correspondence with exporters, and work papers, relating to a survey conducted by the Branch in order to determine what premiums were charged by exporters for sales of various commodities during prescribed base periods. The data submitted provided the Branch with bases for arriving at average premiums on sales and for revisions to export price regulations. Arranged alphabetically by name of commodity.

LETTERS TO CONGRESSMEN. 1943-46. 1 in. 909

Copies of letters sent to Congressmen relating to requests by their constituents for information on foreign trade regulations. Arranged by calendar year.

CORRESPONDENCE WITH OTHER GOVERNMENT AGENCIES. 1942-46. 10 in. 910

Chiefly correspondence, with some related memoranda, dealing with the administration, application, and interpretation of, and compliance with, provisions of the export and import price regulations. Arranged alphabetically by name of agency.



CORRESPONDENCE WITH PUBLISHERS. 1942-46. 4 in. 911

Correspondence chiefly with publishers of trade journals and papers, but including some with chambers of commerce and universities, relating to or embodying information on pricing policy, interpretations of provisions of export regulations, clarification of procedures involved in the administration of the regulations, and meetings held to inform the publishers of progress in the stabilization of prices for imports and exports. Arranged alphabetically by name of organization.

CORRESPONDENCE WITH EXPORTERS - I. 1942. 1 in. 912

Relates mainly to OPA authorization of applications for Board of Economic Warfare export licenses, for price authorizations, and for price determinations. Arranged alphabetically by name of exporting firm.

CORRESPONDENCE WITH EXPORTERS - II. 1943-46. 10 ft. 913

Letters received and copies of letters sent to exporters, together with a few related memoranda, concerning the applicability of the Maximum Export Price Regulation to commodities for export, interpretations of the regulation, price filings, price determinations, and orders. Arranged alphabetically by name of exporting firm.

#### Records of the Import Section

PRICE ACTION FILE. 1942-46. 2 ft. 914

This series is similar in content and arrangement to that described in entry 900.

RECORDS RELATING TO IMPORT PRICE REGULATIONS. 1942-44. 8 in. 915

These records, apparently maintained by Arthur M. Klurfeld, Chief Counsel of the Section, include rough drafts, memoranda, correspondence with importers, work papers, and newspaper clippings that reflect the development of regulations affecting the import trade. Arranged by subject or type of material.

REQUESTS FOR PRICE AUTHORIZATIONS. 1944-46. 8 ft. 916

This series consists of a sampling of case files that contain letter applications requesting the approval or establishment of prices for imported merchandise, together with related correspondence. Arranged alphabetically by name of company.

REPORTS OF SALES BY IMPORTERS. 1943-44. 2 ft. 917

Copies of OPA Form SR-12A, submitted pursuant to Supplementary Regulation 12, which provided for the reporting of prices of sales affected by certain of its provisions. The Branch checked and approved or disapproved the prices submitted under this requirement, basing its action on investigations of ocean freight rates, foreign selling prices, and other factors involved in foreign trade. Arranged alphabetically by name of importer.



## Records of the Service Trades Price Branch

GENERAL RECORDS OF THE BRANCH CHIEF. 1942-47. 5 ft. 918

These records, maintained by Charles W. Cole and Walter A. Thompson, successively, reflect most of the activities of the Branch in connection with the formulation, administration, operation, and decontrol of maximum price regulations governing services. The records consist of summaries of staff and industry advisory committee meetings, policy memoranda, reports, surveys, economic briefs, statistical materials, price filings, applications for price adjustment, orders, press releases, correspondence with service firms, trade publications, and newspaper clippings. They deal with such matters as Branch administrative and program histories, central pricing, wage-price policy, reconversion pricing and cost absorption, and the effect of price regulation on service trade firms. Arranged alphabetically by subject, type of material, or name of firm.

CORRESPONDENCE OF THE BRANCH CHIEF. 1944-46. 2 ft. 919

Chiefly letters received from service firms, together with copies of letters sent, but including also correspondence with Government officials and copies of memoranda sent to regional offices, relating to the administration of the General Maximum Price Regulation and Maximum Price Regulation 165 and to the application and interpretation of provisions of these regulations as they affected particular services. Some of the correspondence was prepared by members of the legal staff and the head of the General Repair Services Section. Arranged alphabetically by name of addressee.

POLICY AND PROCEDURAL MEMORANDA. 1942-46. 1 ft. 920

Consist chiefly of memoranda relating to organization, price and adjustment policies, administrative and operational procedures, and personnel management. Included are biweekly progress reports of the Service Price Legal Section, quarterly reports of the Branch, lists of conferences with representatives of the service trades, assignments of jurisdiction over particular service trades, and some correspondence with Congress, other Government agencies, and service trade firms. Arranged by calendar year except for a collection of memoranda received and sent by staff members, 1942-43, at the end of the series, which is arranged by name of individual.

CORRESPONDENCE OF THE LEGAL STAFF. 1942-45. 4 ft. 921

Mainly outgoing correspondence and memoranda to field offices, other Government agencies, Congressmen, trade associations, and service companies. They were prepared by Sam W. Block, Chief Counsel of the Service Trades Price Branch, or by members of his legal staff, for the signature of the OPA Administrator, the Associate General Counsel, the Director of the Retail Trade and Services Division, and the Chief of the Service Trades Price Branch. The records, mainly for 1942-43, relate to the General Maximum Price Regulation and Maximum Price Regulation 165, and include instructional and procedural materials sent to field offices; memoranda summarizing results of post audits; correspondence with service companies dealing with pricing and applications for price adjustment;



interpretations of the regulations; opinions and orders; protests; and replies to other questions raised by service trade firms affected by the regulations. Arranged alphabetically by name of service company, individual, or city in which the regional office was located.

LEGAL MEMORANDA. 1942-46. 5 in.

922

Relate chiefly to the formulation of regulations to control prices for services (the General Maximum Price Regulation and Maximum Price Regulation 165); applicability of the regulations to particular services; interpretations of provisions and definitions of terms within the provisions of the regulations; administrative procedures and field price instructions; orders and opinions on applications for price adjustment; audit, post audit, and review of applications for price adjustment submitted by service companies; services covered by or exempted from the regulations; and relations with individual firms. Included in the series are weekly work reports prepared by Sam W. Block, Chief Counsel of the Service Trades Price Branch. The series is in two parts, each arranged chronologically; one part consists of copies of memoranda sent to regional offices.

READING FILE OF THE LEGAL STAFF. 1942-46. 2 ft.

923

Copies of outgoing letters, mainly to service companies but occasionally to Congressmen, and intraoffice and field office memoranda, prepared by the legal staff of the Retail Trade and Services Legal Division and its successors for the signature of the OPA Administrator, the Associate General Counsel, the Division Director, the Chief Counsel for the Branch, and the Branch Chief. The records document the administrative activities of the Branch and OPA control over prices charged for services through the issuance of the General Maximum Price Regulation and Maximum Price Regulation 165. The series also includes weekly work reports prepared by members of the legal staff and weekly summary reports of the Chief Counsel. Arranged chronologically.

MISCELLANEOUS RECORDS OF THE LEGAL STAFF. 1942-46. 2 in.

924

In four groups, as follows: (1) correspondence, memoranda, economic briefs, questionnaires, and rough drafts of a proposed supplementary service regulation, relating to applications for price adjustment and the regulation of prices charged by operators of pool and billiard establishments in the area known as the South Side of Chicago, unarranged; (2) memoranda reflecting the cooperation between the Service Trades Price Branch and the Services Enforcement Branch of OPA's Enforcement Department in the application of Maximum Price Regulation 165, unarranged; (3) letters received from service companies relating to applications for price adjustment, arranged chronologically; and (4) correspondence and memoranda relating to the decontrol of Maximum Price Regulation 165, arranged chronologically.

RECORDS RELATING TO MAXIMUM PRICE REGULATION 165. 1942-45. 1 ft.

925

Consist chiefly of memoranda and correspondence with regional offices, relating to the formulation and operation of the regulation, the allocation of jurisdiction over certain types of services to several branches,



and services exempted or excepted from price control, but include also drafts, summaries, and interpretations of the regulation, memoranda dealing with pricing practices in the automotive and shoe repair trades, an index to materials in the Federal Register of interest to the Branch, and a report entitled "Price Control in the Automotive Repair Field." Unarranged.

INTERPRETATIONS OF REGULATIONS. 1942-46. 3 ft. 926

A reference file for interpretations of the General Maximum Price Regulation and of Maximum Price Regulation 165, which controlled the price of services. The file is in seven parts, as follows: (1) copies of letters sent in response to inquiries by industrial or commercial firms for interpretations relating to services rendered in connection with the production and distribution of commodities, arranged chronologically; (2) copies of letters sent to ultimate consumers of services in reply to inquiries, arranged chronologically; (3) interoffice memoranda embodying interpretations of provisions of the service regulations, arranged chronologically; (4) copies of letters sent to Congress and Government agencies in reply to requests for interpretations, arranged chronologically; (5) press releases embodying interpretations, unarranged; (6) miscellaneous interpretations, including press releases and correspondence with field offices, Congress, Government agencies, private establishments, and private individuals; arranged alphabetically by commodity or service; and (7) copies of interpretations sent to field offices, arranged by month.

DIGESTS OF INTERPRETATIONS. July 1942-Dec. 1943. 5 in. 927

Each digest gives the subject, commodity, name of firm, or service rendered for which the interpretation was issued; the name of the attorney who wrote the interpretation; the regulation or the section of the regulation involved; the form in which the interpretation was communicated (e.g., letter, press release, telegram, or memorandum) and the date of its issuance; the interpretation; and the name of the addressee or the press release number. Unarranged.

RECORDS RELATING TO SERVICE INDUSTRIES. 1941-46. 7 ft. 928

Consist chiefly of correspondence, memoranda, reports, studies, and surveys, relating to the preparation and administration of regulations governing such services as automotive repair; laundry, linen supply, and dry cleaning; shoe repair; frozen food locker; appliance and equipment repair; beauty parlor and barber shop; bowling; fur dressing; and furniture and fixture rental. Records relating to each industry include some or all of the following: (1) area price surveys and summaries of pricing techniques; (2) economic data and/or industry briefs; (3) correspondence with private firms and trade associations; (4) instructions to field offices relating to price adjustments; (5) area pricing orders; (6) summaries of meetings with industry; (7) miscellaneous forms, questionnaires, drafts of regulations, statements of considerations, orders, and opinions; (8) financial tabulations and worksheets; and (9) industry publications. Arranged by type of industry and thereunder by subject or type of material.



GENERAL CORRESPONDENCE. 1942-46. 5 ft.

929

This series documents the activities of the Service Trades Price Branch, the Trade Relations Branch, and the Review and Adjustment Branch of the Services and Foreign Trade Price Division and its predecessors, in administering regulations governing the sale of services through the issuance of the General Maximum Price Regulation and Maximum Price Regulation 165. The records consist chiefly of interoffice memoranda, teletype messages, and correspondence with regional offices, Government officials, Congressmen, and service establishments, and relate to the application, modification, and interpretation of the regulations, publicity campaigns, compliance surveys, protests, petitions, applications for price adjustment, orders and opinions, exceptions, exemptions, industry surveys, enforcement drives, area pricing orders, preaudits and postaudits of applications for price adjustment, and decontrol. Arranged by calendar year and thereunder either alphabetically by name of addressee or chronologically by calendar month; a day file for the period Apr. 1945-Dec. 1946, consisting of outgoing memoranda to field offices and letters sent to Government officials, Congressmen, and service trade firms or associations is at the end of the series.

CORRESPONDENCE WITH REGIONAL OFFICES. 1942-46. 9 ft.

930

Chiefly memoranda, letters, telegrams, and teletype messages to and from regional offices, but including also correspondence with Congressmen and with firms engaged in the sale of services. The records relate mainly to the administration, interpretation, and application of the provisions of the General Maximum Price Regulation and Maximum Price Regulation 165. Arranged by calendar year and thereunder by regional office and/or type of correspondence, except for some miscellaneous correspondence at the end of the series.

LETTERS TO CONGRESSMEN. 1945-46. 1 in.

931

Copies of letters sent to Congressmen, prepared for the signature of the Administrator, relating to Maximum Price Regulation 165. Arranged chronologically.

LETTERS SENT BY THE TRADE RELATIONS BRANCH. June-Aug. 1942. 5 in.

932

These are replies to letters received directly from service establishments or referred from regional offices, furnishing information regarding the applicability of the General Maximum Price Regulation and Maximum Price Regulation 165 to particular services sold by these firms. Arranged alphabetically by name of State in which the service was located and thereunder by name of service establishment.

ORDERS. July 1942-July 1944. 5 in.

933

The series consists chiefly of orders, with accompanying opinions, and letters sent to service establishments in response to petitions for amendment and adjustment of or exception to price schedules, and to protests against price orders effective under the provisions of the General Maximum Price Regulation and Maximum Price Regulation 165. Arranged chronologically.



RECORDS RELATING TO AREA PRICING ORDERS FOR SHOE REPAIR SERVICES.

1945-46. 5 in.

934

Consist of correspondence with regional offices relating to proposed area orders and their preclearance by the national office; summaries of shoe repair prices for the years 1942 and 1944, based on area surveys; economic briefs; and opinions and copies of orders issued under Supplementary Service Regulation 47 to Revised Maximum Price Regulation 165. Arranged by region and thereunder by name of State or city.

RECORDS RELATING TO AREA LAUNDRY AND LINEN SUPPLY PRICING. 1941-46.

3 ft.

935

Consist mainly of interoffice memoranda; correspondence with industry; petitions for price increases, together with materials containing financial and operating data; economic briefs; forms containing analyses of prices charged, submitted by laundry and linen supply companies for use in processing area ceiling price orders; and tabulation sheets. Arranged alphabetically by name of city in which company was located.

CASE FILES RELATING TO AREA PRICE ORDERS. 1944-46. 10 in.

936

Area price orders were issued as a result of applications for price adjustment by laundries and other service trades in the New York Metropolitan Area and, to a lesser degree, in the District of Columbia and San Diego Areas, in connection with wage adjustments granted by the National War Labor Board. A typical case file includes the application for price adjustment; materials containing realization and payroll data; letters received from the firm; a letter order granting or denying in whole or in part the price adjustments requested; interoffice memoranda; a copy of the National War Labor Board's ruling; and auditor's work papers and postaudit memoranda. The case files relating to New York are in two groups, each arranged alphabetically by name of company; the remaining records, including copies of orders and materials relating to other communities, are at the end of the series, unarranged.

APPLICATIONS FOR PRICE ADJUSTMENT UNDER THE GENERAL MAXIMUM PRICE REGULATION. 1942-43. 8 ft.

937

A 20-percent sampling of dockets relating to applications for price adjustment by retail and service trades establishments. A docket usually includes Form OPA-2PR-2, Application for Adjustment of Abnormal Maximum Retail Price of a Commodity; related correspondence and memoranda; an economic brief prepared by the regional review and adjustment section; a copy of the order embodying the determination of the Regional Administrator; and Form OPA T4, Application Control Sheet. Arranged by docket number.

DOCKETED CASE FILES RELATING TO APPLICATIONS FOR PRICE ADJUSTMENT UNDER MAXIMUM PRICE REGULATION 165. 1943-46. 47 ft.

938

These applications for price adjustment were submitted by service trade companies. A typical case file includes some or all of the following: (1) the application; (2) financial statements and price lists; (3) report of the OPA field investigator; (4) an economic brief prepared by the district office; (5) a report of the review of the economic brief by the



regional review and adjustment section; (6) a copy of the order and opinion of the regional administrator granting or denying the adjustment; (7) the applicant's request that the regional order be reviewed by the national office in cases where the adjustment had been denied; (8) a transmittal memorandum by which the case file was transferred to the national office for review, postaudit, or central pricing; (9) a copy of the order and opinion of the national office; and (10) related memoranda and correspondence with the service company. The case files are arranged alphabetically by name of company.

POST AUDIT CASE FILES. 1942-46. 10 ft.

939

These case files, relating to applications for price adjustment that were submitted by service companies pursuant to Maximum Price Regulation 165, were transmitted to the national office for postaudit. A typical case file includes the following: (1) the application for adjustment of a maximum price for a service; (2) regional office memoranda relating to the processing of the application; (3) findings and recommendation of the price specialist; (4) correspondence with the service company relating to the granting or denying of the price adjustment; (5) the order and opinion of the regional administrator; (6) the transmittal memorandum for transferring the file to the national office for postaudit; and (7) a postaudit memorandum summarizing the review of the case. The case files are arranged alphabetically by name of company.

#### RECORDS OF THE TRANSPORTATION AND PUBLIC UTILITIES DIVISION

RECORDS MAINTAINED BY DEXTER M. KEEZER. 1941-43. 10 in.

940

Dexter M. Keezer was OPA's Deputy Administrator in Charge of General Services and later Deputy Administrator for Professional Services. The records reflect his supervision of the Transportation and Public Utilities Division and are in three groups, as follows: (1) correspondence, reports, memoranda, and charts relating to the organization, functions, budget requirements, and personnel of the Division; a reading file of letters sent (July 1-Aug. 14, 1942) by the Transportation Division (later the Transportation and Public Utilities Division), and copies of weekly progress reports from the Assistant Director of Transportation to the Administrator of OPA; arranged by type of material and thereunder chronologically; (2) correspondence between Mr. Keezer and the Division Director, the OPA Administrator, the Director of the Office of Economic Stabilization, the Chairman of the Interstate Commerce Commission, and other Government officials concerning the effect of price regulations on transportation and public utility services; arranged by subject and thereunder chronologically; and (3) letters and memoranda prepared by or addressed to Nathaniel L. Nathenson, Division Counsel, relating to his supervision of the Division's legal staff or embodying interpretations of regulations; the correspondence is arranged by subject and thereunder alphabetically by name of firm and the memoranda by subject and thereunder chronologically.

RECORDS OF VIRGINIA WAGGAMAN, ADMINISTRATIVE OFFICER. 1941-46. 2 ft.

941

Consist of correspondence, reports, and memoranda reflecting the



organization, administration, and activities of the Transportation and Public Utilities Division and its successor Transportation, Services, and Fuels Price Division. Included are reports on budgets and work programs; memoranda relating to significant rate cases; summaries of meetings of the Division's Compliance Committee; a chronology of price regulations relating to transportation and warehouse services; records relating to liaison with other Government agencies concerned with transportation and public utilities; memoranda relating to administrative procedures; proposals for price action; biweekly progress reports; publicity materials; personnel lists; correspondence dealing with the administration of regional offices; copies of speeches by staff members; and general administrative and procedural materials. Arranged by subject or type of material.

#### Records of the Transportation Branch

RECORDS OF THE BRANCH CHIEF. 1941-46. 9 ft. 942

These records, maintained successively by John H. Eisenhart and Dewey C. Wayne, reflect most of the activities of the Transportation Branch. They consist chiefly of memoranda and correspondence with field offices, other Government agencies, trade associations, and individual firms, relating to the control of transportation rates, the transportation provisions of a number of commodity regulations, and procedural and administrative matters; notices of proposed increases in rates and charges for common carriers and public utilities; copies of protests, complaints, and petitions submitted by the OPA to Federal, State, or municipal authorities against such increases; interpretations of transportation clauses and regulations; industry publications; lists of State laws pertaining to common and contract carriers; general records relating to wage-price problems; case files relating to requests for rate increases by motor, air, rail, and water carriers and pipe-line operators; and analyses of and recommendations on proposed orders of the Office of Defense Transportation. Arranged alphabetically by subject or type of material; a list of folder headings has been prepared by the National Archives.

PRICE ACTION FILE. 1942-46. 3 ft. 943

Relates to the formulation and operation of the General Maximum Price Regulation, Supplementary Regulations 11, 14, and 15, and Maximum Price Regulations 134, 136, 165, 566, and 571. Included are correspondence between the OPA and the transportation industry, interoffice memoranda, financial and operating statistics submitted by firms, drafts of price regulations and statements of consideration, adjustable pricing orders, and minutes of several industry advisory committee meetings. The correspondence relates mainly to the formulation of amendments to the regulations, interpretations of the regulations, exceptions to and exemptions from provisions of the regulations, and applications for price adjustments. Arranged by regulation number.

GENERAL CORRESPONDENCE. 1942-46. 2 ft. 944

Correspondence with regional offices, other Government agencies, trade associations, traffic bureaus, and individual firms, relating to the



formulation, modification, interpretation, and administration of regulations pertaining to transportation services. Arranged alphabetically by name of agency or firm, except for correspondence, memoranda, freight tariffs, and petitions before the Interstate Commerce Commission, relating to intercoastal and coastwise water rates, interterritorial water rates, and continental United States and Hawaii water rates, which are at the end of the series.

RECORDS RELATING TO INDUSTRY ADVISORY COMMITTEES. 1942-46. 1 ft. 945

Include summaries of minutes, biographical sketches of members, correspondence, and memoranda, reflecting the organization and operations of the following industry advisory committees: Atlantic Coastwise Collier Transportation of Coal, Common Motor Carriers, Contract Carrier, Cotton Compressing and Cotton Warehousing, Great Lakes Bulk Cargo, Gulf Intercoastal Waterway, New York Harbor Owners and Operators of Dry Cargo, Non Self-Propelled Vessels, Ice, Jacksonville Region Transportation, Mississippi River System Carriers, Northeast Atlantic Foreign Freight Forwarders, Petroleum Motor Carriers, Refrigerator Car, and Truck Rental. Arranged by committee in the order mentioned.

CASE FILES FOR TRANSPORTATION CASES BROUGHT BEFORE STATE REGULATORY COMMISSIONS. 1942-46. 18 ft. 946

Document relations between the OPA and State regulatory commissions with regard to applications by transportation firms for rate increases and to appeals to the courts for review of the commissions' findings. Each case file includes some or all of the following: applications of the carrier; notification of the carrier's proposals; petition of the protestant; notifications of hearings; briefs, testimony, and exhibits of both respondent and protestant; official report of proceedings before the commission; findings and orders of the commission; exceptions to findings and requests for rehearing and reconsideration; and related correspondence and memoranda. Arranged by State and thereunder by docket number assigned by State regulatory agency.

CORRESPONDENCE RELATING TO THE GENERAL MAXIMUM PRICE REGULATION.

1942-46. 5 ft. 947

Consists of correspondence with field offices, State transportation and public utility commissions, and private firms, relating to the administration and application of the regulation with regard to transportation rates. The larger part of the correspondence is arranged alphabetically by name of company; the smaller part, chronologically.

RECORDS RELATING TO WAGE ADJUSTMENTS. 1942-45. 2 ft. 948

Consist of orders, opinions, memoranda, letters, financial reports, and work papers, relating to applications of individual firms for price adjustment to provide compensation for increased wages granted their employees by the National War Labor Board. Arranged alphabetically by name of company except for a folder of policy and procedural materials relating to wage-price adjustments, which is at the beginning of the series.



NOTICES FILED UNDER PROCEDURAL REGULATION NO. 11. 1942-46. 3 ft. 949

A 5-percent sampling of notices filed with the OPA by interstate common carriers, showing proposed increases in rates and charges. Arranged by calendar year and thereunder numerically by number of notice.

#### Records of the Economic Analysis Section

GENERAL RECORDS. 1941-46. 5 ft. 950

Consist mainly of worksheets and exhibits compiled by the Section for use in intervention cases but include also papers containing cost data relating to the performance of various transportation and storage services; studies relating to proposed rate increases; copies of testimony before regulatory bodies; economic arguments or briefs; financial and rate tabulations for common and contract carriers; memoranda and correspondence relating to rate cases; general economic studies of the transportation industry; and studies of transportation rates for bituminous coal, household goods, nonferrous scrap metals, and petroleum. Arranged alphabetically by subject.

RECORDS MAINTAINED BY JAMES S. EARLEY. 1942-45. 10 in. 951

Mr. Early was Head Economist of OPA's Office of the Economic Adviser. The records document his participation in intervention proceedings before the Interstate Commerce Commission and State regulatory bodies. They are chiefly miscellaneous materials assembled for use in particular investigation and suspension (I & S) cases--cases in which the OPA intervened to gain suspension of action on proposed increases in order that a further investigation could be made as to whether the increases were justified. Included are memoranda and correspondence relating to railroad and motor carrier cases; briefs submitted before regulatory bodies by the OPA; copies and extracts of testimony; copies of exhibits; economic cost studies; tabulations of railroad rates and earnings; statistics on passenger travel; studies of price adjustments following Ex parte 148 (The General Railway Rate Increase); newspaper clippings; press releases; and profit-and-loss statements. Arranged by case.

#### Records of the Common Carrier Section

CASE FILES FOR RAILROAD I & S CASES BROUGHT BEFORE THE INTERSTATE COMMERCE COMMISSION. 1942-46. 10 ft. 952

Case files reflecting OPA's activity before the Commission in accordance with the provisions of the Stabilization Act of Oct. 2, 1942, that required all common carriers and public utilities to give 30 days' notice to the President or his designee, the OPA, in advance of making any general increase in rates or charges, and to consent to the intervention of the President's designee before the appropriate Federal, State, or municipal regulatory agency having jurisdiction to consider such an increase. A typical investigation and suspension (I & S) case file includes briefs, transcripts of hearings, financial statements of the railroad, exhibit résumés of the case, the Commission's reports and orders, and related correspondence and memoranda. Arranged numerically by I & S docket number, 4208-5430.



CASE FILES FOR FORMAL DOCKETED RAILWAY RATE CASES OF THE INTERSTATE  
COMMERCE COMMISSION. 1942-46. 4 ft.

953

This series consists of case files similar in content to those described in entry 952, but they relate to "formal" cases rather than "investigation and suspension" cases. Arranged numerically by Interstate Commerce Commission docket number, 17000-29468.

RECORDS RELATING TO EX PARTE 148. 1941-46. 6 ft.

954

Ex parte 148, Increased Railway Rates, Fares, and Charges, 1942, before the Interstate Commerce Commission, involved the railroad rate structure for the entire country. The proceedings in this case resulted in increases in passenger fares and freight rates. OPA's participation at this time was limited to petitions for exceptions for certain commodities under price control and requests for postponement of the effective date of increases on these commodities. The Commission denied the request and the new rates went into effect. The case was reopened at the request of the OPA on its contention that railroad earnings had increased to such an extent that the freight rate adjustment was no longer justified. The rates were reduced in May 1943 and the OPA successfully prevented railroad requests for upward adjustments until July 1946. The records in this series include Findings and Report of the Commission in Ex parte 148 (1942); petitions for reopening and reconsideration by the OPA, the Bituminous Coal Consumers' Counsel, State regulatory commissions, the Secretary of Agriculture, and other protestants; opening and rebuttal arguments by Max Swirin, attorney representing the OPA; outlines of OPA testimony; reports, studies, and tabulations containing economic data on railroads, compiled in connection with the preparation of briefs; correspondence and memoranda relating chiefly to the effects of the 6-percent rate increase on specific commodities; newspaper clippings; railroad publications; correspondence with State regulatory commissions relating to intrastate rate increases consistent with those granted by the Commission in Ex parte 148; and miscellaneous work papers, reports, and other materials gathered by the Division. Unarranged.

RECORDS RELATING TO EX PARTE 162. 1946-47. 2 ft.

955

Ex parte 162, Increased Railway Rates and Charges, 1946, before the Interstate Commerce Commission, resulted in the authorization of freight rate increases to offset the effects of the decline in railway traffic and the increase in operating costs. The records include a petition of the railroads to increase freight rates and maintain passenger fares and charges; petitions of protestants and respondents and copies of replies thereto; exhibits; correspondence and memoranda containing data on the effects of wage increases and proposed rate increases; a report pertaining to railroad wage movements during 1941, 1943, and 1946, and direct price effect on price ceilings set up by the OPA on iron ore, coke, pig iron, petroleum, solid fuels, pulp, machinery products, chemicals, and other commodities; Interstate Commerce Commission orders for hearings; statements presented at the hearings; petitions of water carriers seeking similar increases; Report and Order of the Commission on Ex parte 148 and 162; petitions of rail carriers before the State regulatory commission in



each of the several States for corresponding increases in interstate fares; and consent papers for OPA intervention. Arranged in the order mentioned.

RECORDS RELATING TO OTHER EX PARTE CASES. 1941-47. 1 ft. 956

Relate chiefly to Ex parte MC-22, New England Motor Carrier Rates, and include a copy of the proceedings before the Interstate Commerce Commission, together with related reports and orders; briefs and supporting papers of protestants and respondents; testimony of witnesses; exhibits; and related correspondence and memoranda. There are also copies of proceedings and findings in the following rate cases: Ex parte MC-20, Motor Carrier Rates in New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, West Virginia, and North Carolina; Ex parte MC-21, Central Territory Motor Carrier Rates; Ex parte MC-23, Midwestern Motor Carrier Rates; and Ex parte 163, Increased Express Rates and Charges, 1946. Arranged by case number.

CASE FILES FOR MOTOR CARRIER I & S CASES BEFORE THE INTERSTATE COMMERCE COMMISSION. 1942-46. 13 ft. 957

This series is similar to that described in entry 952. Arranged numerically by I & S docket number, 1052-2699.

Records of the Contract Carrier Section

CASE FILES FOR WATER-CARRIER RATE CASES BROUGHT BEFORE THE UNITED STATES MARITIME COMMISSION. 1941-47. 1 ft. 958

Nineteen case files documenting OPA's participation in water carrier proceedings before the Commission. A typical case file includes the notice of proposed rate increases, petitions of respondents and protestants, papers containing economic data, financial and operating statements, tabulations compiled by the OPA for study and possible use as exhibits, briefs of respondents and protestants, exhibits, reports and orders of the Commission, and related correspondence and memoranda. Arranged by Maritime Commission docket number, 555-652.

CASE FILES FOR FORMAL DOCKETED WATER-CARRIER RATE CASES BROUGHT BEFORE THE INTERSTATE COMMERCE COMMISSION. 1941-45. 1 ft. 959

Reflect the interest and participation of the OPA in proceedings before the Commission that involved transportation rates for lumber and lumber products between the Pacific Northwest and California. A typical case file includes the application for certificate to continue operations as a common carrier by water and/or a permit to continue operations as a contract carrier by water, filed in accordance with the provisions of the Transportation Act of 1940; a data sheet giving a brief sketch of the carrier's activities and listing supporting papers submitted with the application; briefs of applicant(s) or protestant(s); exhibits; stenographer's minutes of hearings before the Commission; the report and order of the Commission; and related correspondence and memoranda. Arranged by Interstate Commerce Commission docket number, W-190 to W-622, with only a small number of cases represented.



RECORDS RELATING TO THE DEVELOPMENT OF THE SHIPPING PRIORITIES SYSTEM.

1941-42. 4 in.

960

Correspondence, memoranda, verbatim transcripts of meetings, and commodity tables, relating to the activities of the Intercoastal Shipping Priorities Advisory Committee and the Offshore Shipping Priorities Advisory Committee. These committees, with the advice and assistance of other departments and agencies of the Federal Government, were responsible for (1) the formulation and transmission to the United States Maritime Commission of the comparative priority ratings and amounts of all imported commodities necessary for the national defense and for civilian consumption; (2) the study of the actual workings of the priority allocations and the assignment of ships to deal with the backlogs of available materials and similar operational problems; (3) analyses of the effects of the diversion of shipping on other forms of transportation; and (4) the determination of expedients for increasing the maximum efficiency of available forms of transportation. Included are a membership list for the committees and folders containing correspondence with shippers of lumber and tea. Arranged by subject and thereunder chronologically.

RECORDS RELATING TO CIVIL AERONAUTICS BOARD DOCKET NO. 1941. 1945-46.

5 in.

961

Are concerned with Government travel discount provisions and proposed increases in rates by the Pan American Airways System. They include notices of proposed changes in rates; requests by the OPA for the suspension and investigation of proposed rates by the Civil Aeronautics Board; the Board's order of investigation and suspension; a report on a prehearing conference; briefs; exhibits; a transcript of the hearing; the statement of tentative findings and conclusions; and the final decision of the Board. Arranged by type of material in the order mentioned.

CASE FILES FOR FORMAL DOCKETED MOTOR-CARRIER RATE CASES BROUGHT BEFORE THE INTERSTATE COMMERCE COMMISSION. 1942-46. 4 ft.

962

Relate to petitions submitted by motor carriers for increases in rates and charges. The case files include materials similar to those described in entry 952. Significant cases in which OPA participated include MC-C-358, Minimum Rates on Textile Products to Eastern Ports; MC-C-360, Minimum Class Rate Restrictions, Eastern and Central States; MC-C-442, Released Rates and Ratings on Internal Combustion Engines; MC-C-496, Central Territory--Emergency Charges; MC-C-518, Central Territory--Less Than Truckload Class Rates; MC-C-527, New England Increased Rates, 1946; MC-C-528, Increased Rates--Middle Atlantic States; MC-C-538, Increased Rates To, From, and Within the South; and MC-C-543, Charges on Small Shipments by Motor Carriers and Railroads. Arranged by docket number.

CORRESPONDENCE RELATING TO MOTOR CARRIER RATES AND TARIFFS. 1942-45.

10 in.

963

Consists chiefly of memoranda, and correspondence with motor carriers, freight bureaus, traffic conferences, trade associations, and shippers, relating to rate proposals amending docketed schedules. Filed with the correspondence are protests by shippers to the OPA and to motor carrier



representatives, schedules of tariff dockets listed for hearings, and summaries of hearings. Arranged alphabetically by name of organization.

PRICE ACTION FILE FOR THE RENTAL OF MOTOR VEHICLES. 1942-46. 10 in.

964

Relates to the formulation, operation, and decontrol of regulations governing truck rentals and rental of automotive equipment. Included are correspondence with Government agencies and industry members relating to conferences and the operations of the regulations; transcripts of meetings of industry advisory committees; economic reports prepared in connection with the formulation of the regulations; summaries of proposed regulations and amendments; rate filings; correspondence and memoranda relating to rates charged in the renting of automotive vehicles and equipment to defense plants in connection with the following: a construction project in Camden, Ark., flood control work by the Mississippi River Commission, and Plancors 1226 and 1260 involving the War Emergency Pipelines, Inc., and the Oklahoma Construction Co.; correspondence dealing with cab rentals in Washington, D. C.; and a "History of Truck Rental, 1942-1946," by William McCutcheon. Arranged by type of material in the order mentioned.

RECORDS RELATING TO THE RENTAL OF CONSTRUCTION AND ROAD MAINTENANCE

TRUCKS AND EQUIPMENT. 1942-46. 4 in.

965

Consist chiefly of correspondence with regional offices and with lessors and lessees of trucks and equipment, relating mainly to requests for authorization to increase rates or for interpretations of Maximum Price Regulations 134 and 571. Included also are a transcript of a meeting of the Truck Rental Advisory Committee, a transcript of proceedings before the OPA relating to rentals of automotive vehicles to defense plants or for use in connection with construction projects; rate filings; and related memoranda dealing with amendments, orders, and the revocation of Maximum Price Regulation 571. Unarranged.

RECORDS RELATING TO RENTAL RATES FOR MOTOR VEHICLES. 1945-46. 4 ft.

966

Consist chiefly of applications (OPA Form 644-2187) for approval of proposed rental charges for certain motor vehicles (mainly trucks but also taxicabs, passenger cars, buses, tractors, funeral cars, hearses, trailers, and other vehicles), submitted in accordance with Maximum Price Regulation 571. Related orders and correspondence are filed with the applications. Arranged by calendar year and thereunder alphabetically by name of firm except for memoranda and correspondence relating to the rental of trucks on construction and road maintenance projects and to proposals for decontrol of rental rates, which are at the end of the series.

RATE FILINGS BY LESSORS OF CERTAIN TYPES OF MOTOR VEHICLES. 1945-46.

4 in.

967

These reports, filed in accordance with Maximum Price Regulation 571, usually include a description of the vehicle, the rate in effect on the "base" date, and the current rate. Arranged alphabetically by name of State.



RATE FILINGS BY PETROLEUM CONTRACT CARRIERS. 1942-46. 5 ft. 968

Copies of rate schedules filed with the OPA in accordance with Supplementary Regulation 14 or Maximum Price Regulation 566, together with related economic briefs, financial reports, contracts, letters, and memoranda. Part of the filings are arranged alphabetically by name of carrier and part, relating to article III of Maximum Price Regulation 566, are arranged alphabetically by name of State.

APPLICATIONS FOR RATE ADJUSTMENTS UNDER SUPPLEMENTARY REGULATION 15.

1942-46. 1 ft. 969

A 5-percent sampling of case files relating to contract carriers' applications for rate adjustments under section 75 of Supplementary Regulation 15. A case file usually includes the application (OPA Form 644-602), financial statements submitted to the OPA by the company, correspondence between the OPA and the company, interoffice memoranda, the report of findings, and the order granting or denying the rate adjustment. Arranged alphabetically by name of company.

APPLICATIONS FOR RATE ADJUSTMENTS UNDER SUPPLEMENTARY REGULATION 14.

1943-46. 4 ft. 970

A 5-percent sampling of case files relating to applications for rate adjustment submitted in accordance with the provisions of section 9 of Supplementary Regulation 14-H and orders thereunder by carriers other than common carriers to obtain adjustment of the ceiling rate charged by pickup and delivery or local transfer service companies, including the Railway Express Agency. Included in each case file are a copy of the application (OPA Form 383-8), an analysis of the application (OPA Form 644-627), and the authorization of rate adjustments (OPA Form 644-652); correspondence between the OPA and carriers and carrier associations; and memoranda relating to the justification for the increase in rates. Arranged alphabetically by name of carrier except for some related orders, which are arranged numerically (L-1 to L-363) and are at the end of the series.

#### Records of the Rate Section

RECORDS RELATING TO TRANSPORTATION COST PROVISIONS OF PRICE REGULATIONS.

1941-46. 2 ft. 971

Consist chiefly of studies, reports, memoranda, and correspondence, documenting relations between the Transportation Branch and other price branches with regard to the preparation and administration of transportation provisions of commodity regulations, but include also correspondence with private industries relating to their transportation cost problems. Arranged alphabetically by name of commodity to be transported.

RECORDS RELATING TO FREIGHT RATE QUOTATIONS. 1942-45. 9 ft. 972

Reflect the Branch's interest in freight rates for individual commodities. The records include correspondence, together with related memoranda, with Government agencies, freight associations, carriers, and shippers concerning the proposed changes in freight rates; tariff schedules; and reports of changes in freight rates prepared by the "watching service" of



the OPA, which reported all freight rate changes that were filed with the Interstate Commerce Commission. Arranged by commodity group (products of agriculture, animals and products, products of mines, products of forests, and manufactures and miscellaneous) and thereunder by commodity classification number. A publication by the Railway Accounting Officers Association entitled R.A.O.A. Commodity Classification, 1928 Edition, is filed at the beginning of the series. The publication contains a list of commodity classes, the names of products in each class with their numerical designations, an alphabetical list of commodities, and some definitions of abbreviations.

#### Records of the Storage and Terminal Facilities Section

PRICE ACTION FILE. 1942-46. 16 ft.

973

Relates to such price policy matters as the preparation and interpretation of Supplementary Regulations 11, 14, and 15, Maximum Price Regulation 586, and Storage Service Regulations 1-4; applications for price adjustment; approval of contracts involving the Federal Emergency Warehouse Association; procedures before regulatory commissions; and the preparation of procedural issuances. Arranged by docket number, STS 600-STs 1398. A register of docket numbers, a chronology of price actions, and a History of Price Control Over Storage and Terminal Facilities are at the beginning of the series.

GENERAL CORRESPONDENCE. 1942-46. 7 in.

974

Consists chiefly of correspondence, together with related memoranda, with Government agencies, State regulatory commissions, and private firms, relating to the regulation of rates and charges for storage and terminal facilities. Included also are a study of storage and factory space in England, memoranda dealing with the Section's functions and procedures, and correspondence and memoranda relating specifically to problems concerning cold storage and grain storage. Arranged alphabetically by subject, name of firm, or name of person.

CORRESPONDENCE WITH FIELD OFFICES. 1945-46. 10 in.

975

Relates chiefly to rate filings submitted by storage and terminal firms in accordance with section 12 of Maximum Price Regulation 586. The correspondence is arranged in part by region number and in part by region number and thereunder by name of city in which the district office was located.

DOCKETED CASE FILES RELATING TO APPLICATIONS FOR RATE ADJUSTMENTS. 1946. 5 in.

976

Include applications for rate adjustments filed by storage and terminal firms in accordance with section 7 of Maximum Price Regulation 586, with related orders, memoranda, and correspondence. The case files are arranged by docket number, 586.7-74 to 586.7-632, with gaps.

RATE FILINGS BY COLD STORAGE COMPANIES. 1946. 1 in.

977

Letters received from cold storage companies containing tariff supplements, sent in accordance with provisions of orders 4 and 6 under Maximum



Price Regulation 586. Arranged numerically with the following series designations: 586-74-1 to 586-74-221, and 586-76-1 to 586-76-20. The first three digits indicate the Maximum Price Regulation, the second two indicate the section and order numbers, respectively, of the regulation, and the last grouping of digits indicates the numerical sequence used in filing the letters.

REPORTS OF MAXIMUM PRICES FOR STORAGE OF AVIATION GASOLINE. 1943-46.

1 in.

978

Letter reports submitted by the War and Navy Departments as purchasers, and petroleum companies as sellers, of aviation gasoline storage, indicating prices agreed upon. These reports were submitted in accordance with the following regulations: section 1499.73(a)(66) of Supplementary Regulation 14; section 6 of Supplementary Regulation 14-I; and section 12 of Supplementary Storage Regulation 1 under Maximum Price Regulation 586. Attached to the reports are copies of letters sent indicating OPA action. Arranged chronologically.

TARIFF FILINGS BY STORAGE AND TERMINAL SERVICES. 1945-46. 13 ft. 979

Statements of rates and charges, with some related correspondence, filed with OPA district offices in accordance with article III, section 12, of Maximum Price Regulation 586. Arranged alphabetically by name of State and thereunder alphabetically by name of city in which service company was located.

MISCELLANEOUS RECORDS. 1942-44. 2 in.

980

Relate mainly to the regulation of transportation and include (1) memoranda dealing with motor carriers subject to State regulation; (2) a mimeographed copy of ICC Commodity Classification; (3) a chronology of accomplishments of the Transportation Branch for the period Mar. 31, 1942-Feb. 6, 1943; (4) memoranda dealing with the drafting of the maximum price regulations in conformance with freight tariffs of the Interstate Commerce Commission; (5) miscellaneous memoranda and work papers assembled by John Bliss, Head of the Storage and Terminal Facilities Section, apparently for use in writing a history of the Section; (6) correspondence and memoranda relating to the Department of Agriculture's "Uniform Grain Storage Agreement"; (7) Department of Agriculture publications and work papers relating to the marketing of lettuce; and (8) Department of Agriculture "Tables of Overtime Charges and Comparative Figures Showing the Effects of the Proposed Rates" representing six warehouses. Arranged in the order mentioned.

Records of the Ice Section

GENERAL RECORDS. 1942-46. 9 in.

981

Chiefly orders, opinions, field price instructions, and correspondence, relating to the preparation and administration of Maximum Price Regulation 154, which governed the price of ice. Included also are correspondence and memoranda relating to meetings of the Ice Industry Advisory Committee, an enforcement program, decontrol proposals, a postaudit of ice price adjustments, and the operations of the ice industry; worksheets relating to



a proposed accounting study of earnings; and memoranda and forms relating to a survey of ice prices for the period May 11, 1941-May 11, 1942, covering manufacturers, distributors, wholesalers, and retailers in OPA Regions IV, V, and VI. Arranged by subject or type of material.

PRICE ACTION FILE. 1944-46. 5 in.

982

Includes analyses and summaries of proposed amendments to Maximum Price Regulation 154, which governed the sale of ice; drafts of amendments to the regulation and related statements of consideration; memoranda relating to proposed price actions; proposals for price action (OPA Form 611-705); summaries of price action (OPA Form 611-366); recommendations of the Ice Industry Advisory Committee relating to railroad-car icing problems; correspondence with the Department of Agriculture and monthly forecasts from the Department's Office of Marketing Services on the movement of perishable and semiperishable products by rail; and related work papers. Unarranged.

DOCKETED CASE FILES. 1942-45. 1 ft.

983

Include petitions for amendments to Maximum Price Regulation 154, protests against price actions under the regulation, and applications for price adjustment, together with related orders, opinions, reports, correspondence, memoranda, and work papers. The case files are arranged alphabetically by name of company.

APPLICATIONS FOR PRICE ADJUSTMENTS. 1945-46. 1 in.

984

These applications, OPA Form 644-2452, were submitted in accordance with section 1393.8(d) of Maximum Price Regulation 154. Related orders and correspondence are filed with the applications. Arranged by Interstate Commerce Commission docket number, 154-101 to 154-138.

#### Records of the Public Utilities Branch

GENERAL RECORDS. 1941-46. 3 ft.

985

This series, documenting the activities of the Public Utilities Branch, was apparently maintained by Harry R. Booth, Utilities Counsel and Chief of the Branch, and his successor, Lawrence S. Knappen. Included are memoranda, reports, studies, surveys, briefs, exhibits, financial and operating statistics, correspondence, and miscellaneous forms and work papers relating to the following: the program, policy, and management of the Branch; transportation legislation; hearings before congressional committees; cooperation with State public utility commissions and with the Federal Power Commission; meetings of the Compliance Committee; rate cases involving the Capital Transit Co. (Washington, D. C.), the Equitable Gas Co. of Pennsylvania, the Pittsburgh and West Virginia Gas Co., and the Washington Gas Co. (Washington, D. C.); and Canadian control over public utilities. Arranged by subject or type of material.

RECORDS RELATING TO PUBLIC UTILITY CASES. 1942-46. 55 ft.

986

Pursuant to statutory requirements of the Stabilization Act of Oct. 2, 1942, which amended the Emergency Price Control Act of 1942, and Procedural



Regulation 11 issued thereunder, public utility companies which sought an increase in their rates or charges above those in effect on Sept. 15, 1942, were required to give the Transportation and Public Utilities Division of the OPA 30 days' notice of the proposed increase and their consent to OPA intervention before the regulatory agency that had regulatory jurisdiction. This series consists mainly of case files documenting OPA's cooperation with State public utility commissions, the Federal Power Commission, and the Interstate Commerce Commission in proceedings involving increases in rates or charges by utility firms for such services as gas, electricity, water, telephone, local transportation and commutation, taxicabs, packers and stockyards, heating, and telegraph. The case files may include some or all of the following: the application for increase in utility rates or charges, with related financial and operating statements; schedules of rates or charges submitted in accordance with provisions of Procedural Regulation 11; the notice of and order for a hearing before the regulatory commission; the certificate of consent to OPA intervention; the order granting intervention privileges; briefs, exhibits, and work papers; copies of hearings and testimony; appeals to the courts and copies of court documents, opinions, decisions, and orders; and related correspondence and memoranda. Arranged alphabetically by name of utility company.

## RECORDS OF FIELD PRICE DIVISIONS

### RECORDS OF REGION I

#### Centralized Files of the Price Divisions

GENERAL RECORDS. 1942-46. 13 ft.

987

Include minutes of staff meetings; budgetary materials; organization charts; copies of speeches; progress reports; correspondence with national and field office personnel reflecting the development of price policies or dealing with procedures, surveys, company investigations, and area pricing programs; memoranda, letters, reports, studies, and tabulations containing cost, price, production, sales, and other economic data pertaining to various commodities; and company correspondence relating to requests for interpretations of regulations, price adjustments, and information. Arranged alphabetically by subject.

RECORDS MAINTAINED BY THE REGIONAL PRICE EXECUTIVE. 1942-46. 10 ft.

988

Reflect the formulation of policies, the establishment of operating procedure, and the administration and operation of commodity price regulations. Included are memoranda relating to the education of the public with regard to individual commodity price regulations, consultations with interested persons, and the administration of the commodity regulations; and correspondence with national and field office personnel, together with related questionnaires, work papers, newspaper clippings, radio scripts, and speeches, containing legal interpretations of regulations or relating to surveys, company investigations, personnel and publicity matters, and work progress. Arranged by type of material.



COMMUNITY PRICING CHARTS AND TABULATIONS. 1943-46. 12 ft. 989

Relate to orders issued in accordance with General Order 51, which authorized regional and district offices to fix dollar-and-cents prices for certain foods. The records include tabulation sheets of food prices, completed questionnaires relating to the compliance of beer parlors with community pricing regulations, letters and questionnaires showing wholesalers' net costs for dry groceries, and cards (5" x 7") containing cost data on various brands of dry groceries. Arranged by type of material and thereunder alphabetically by name of commodity.

COMPANY CORRESPONDENCE. 1942-46. 15 ft. 990

Incoming and outgoing letters, with supporting work papers, containing applications for price adjustment, price authorization, or price determination; interpretations of regulations; requests for information; and price filings. Arranged by price regulation number and thereunder alphabetically by name of company.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 7 ft. 991

The maximum average price order (Supplementary Order 108) required clothing manufacturers to produce garments at prices similar to their 1943 average in order to restore production of low- and medium-priced goods. A typical company case file includes a quarterly report, a makeup report, MAP charts, and a copy of each order issued granting prices to new sellers, together with amendments, supplements, opinions, and memoranda relating to the order. The case files are in two groups and arranged thereunder alphabetically by name of company.

#### Records of the Legal Staff

REPORTS OF THE REGIONAL PRICE ATTORNEYS. 1942-46. 7 in. 992

Consist of weekly and biweekly reports to the national office summarizing price, rationing, rent, and enforcement activities of the Legal Division. Arranged chronologically.

#### Records of the Building Materials and Construction Price Division

GENERAL RECORDS. 1945-46. 5 in. 993

Include periodic progress reports of the chief of the regional Building Materials and Construction Section; minutes of staff meetings of district subcommittees dealing with lumber, building materials, and construction services; memoranda relating to the administration of commodity programs and operating procedures of the Section; and memoranda and work sheets indicating price trends of various commodities. Arranged by type of material.

ACCOUNTING STUDIES. 1945-46. 3 ft. 994

Consist of work sheets containing cost, price, and service-charge data on carpentry materials, roofing and siding materials, painting services,



paper and paperhanging, plumbing, heating, steamfitting, and other commodities or services; a study of customers' hourly rates for construction services under Maximum Price Regulation 251; and tabulations of production, cost, sales, price, trade practice, and transportation rate data acquired during the course of a survey of hard building materials in Connecticut. Arranged by subject.

AREA ORDERS. 1945-46. 3 in.

995

Copies of regional orders, issued under provisions of Maximum Price Regulation 251, establishing maximum prices and pricing zones for installed building materials and construction services. Arranged by order number.

DOCKETED CASE FILES. 1946. 2 ft.

996

Include orders, memoranda, correspondence, and financial papers relating to applications for price adjustment, petitions for amendments to regulations, and protests against price actions of the OPA. The case files are arranged alphabetically by name of company.

#### Records of District Offices

##### Records of the Hartford Office

GENERAL RECORDS. 1942-46. 3 ft.

997

Include minutes of staff meetings; budgetary materials; biweekly and monthly progress reports; copies of memoranda, issuances, and procedural instructions sent from the district office to local price boards; memoranda, charts, and copies of regulations relating to the delegation of authority on various pricing actions by the regional office to the district office; studies analyzing specific price operations; reports relating to the administration of the price program; memoranda, tabulations, charts, and work sheets embodying calculations for community pricing orders; weekly newsletters for price board members and clerks; and samples of the price lists and signs that each wholesaler or retailer was required to post for public examination. Arranged by type of material.

PRICE CHARTS. 1944-45. 3 ft.

998

This series consists of a sample of completed forms, OPA Base Date Pricing Charts, containing net cost, offering price, percentage markup, and other information submitted by retail stores selling apparel, house furnishings, or groceries. Arranged by price regulation number and thereunder alphabetically by name of company.

##### Records of the Augusta Office

PRICE CHARTS. 1944-45. 1 ft.

999

This sample is similar to that described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.



## Records of the Concord Office

GENERAL RECORDS. 1942-46. 2 ft.

1000

This series is similar to that described in entry 997. Arranged by type of material or subject.

COMPANY CORRESPONDENCE. 1943-46. 3 ft.

1001

This series is similar to that described in entry 990. Arranged by price regulation number and thereunder alphabetically by name of company.

## Records of the Providence Office

GENERAL RECORDS. 1943-46. 10 in.

1002

Include minutes of staff meetings; copies of weekly and monthly progress reports; and memoranda, letters, reports, and studies relating to a survey of milk prices and production in Rhode Island. Arranged by subject.

INTEROFFICE MEMORANDA. 1943-46. 1 ft.

1003

Memoranda to and from the regional and national offices relating to policy and procedure, individual pricing problems, company investigations, and district office administrative matters. Arranged alphabetically by name of correspondent.

PRICE CHARTS. 1944-46. 2 ft.

1004

This sample is similar to that described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

## Records of the Montpelier Office

GENERAL RECORDS. 1943-46. 4 in.

1005

This series is similar to that described in entry 1002. The survey pertained to milk prices and production in Vermont. Arranged by subject.

PRICE CHARTS. 1944-46. 6 in.

1006

This sample is similar to that described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

## RECORDS OF REGION II

### Centralized Files of the Price Divisions

GENERAL RECORDS. 1942-46. 5 ft.

1007

Include minutes of staff meetings and meetings with industry representatives; organization charts; copies of speeches; periodic progress reports of regional officials; copies of regional food orders; and memoranda reflecting the development of price policies or containing procedural instructions for the administration of commodity programs and the handling of price determinations and adjustments. Arranged alphabetically by subject.



INTEROFFICE MEMORANDA. 1942-46. 1 ft. 1008

Memoranda to and from the national and district offices, relating to policy and procedure, individual pricing problems, company investigations, and regional office administrative matters. Arranged alphabetically by subject.

REGIONAL PRICE BULLETINS. 1943-46. 1 ft. 1009

Consist of memoranda sent from the regional office to the district offices dealing with policy and procedure, the administration of commodity programs, interpretations of regulations, delegations of authority, the initiation of surveys, the decontrol of commodities, and other subjects. Arranged alphabetically by subject.

COMMUNITY CEILING PRICE POSTERS AND TABULATIONS. 1943-45. 2 ft. 1010

The community ceiling-price posters are for retail dry groceries; the tabulations, on 5" x 7" cards, are of cost data for various brands of dry groceries. The posters are arranged numerically by series number; the cards alphabetically by name of commodity.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 12 ft. 1011

Letters containing applications for price adjustment, with related interoffice memoranda, orders, economic briefs, completed questionnaires, and financial papers. Arranged by regulation number and thereunder alphabetically by name of company.

COMPANY CORRESPONDENCE. 1942-46. 5 in. 1012

This series is similar to that described in entry 990. Arranged alphabetically by name of commodity group and thereunder alphabetically by name of company.

RECORDS RELATING TO COMMODITY PROGRAMS FOR MILK. 1942-44. 5 in. 1013

Are concerned mainly with the development and administration of price policies for milk. The records include minutes of meetings with industry representatives; economic briefs, reports, and tabulations relating to industry surveys in local areas; copies of regional and State milk control board orders; and correspondence containing applications for price adjustment. Arranged alphabetically by subject.

RECORDS RELATING TO COMMODITY PROGRAMS FOR FIREWOOD. 1942-43. 1 ft. 1014

Are concerned mainly with the development and operation of price policies for firewood. The records include copies of regional orders; memoranda, reports, completed questionnaires, and tabulations relating to industry surveys in local areas; and correspondence containing applications for price adjustment. Arranged alphabetically by subject.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 74 ft. 1015

These case files are similar to those described in entry 991. They are in seven groups, arranged thereunder alphabetically by name of company.



MISCELLANEOUS RECORDS RELATING TO THE MAXIMUM AVERAGE PRICE (MAP)

PROGRAM. 1945-46. 3 ft. 1016

Include memoranda, economic briefs, and docketed case files relating to applications for the establishment of highest price lines and maximum allowable markets; and tabulation sheets containing statistical reports of total dollar volume, number of units delivered, and weighted average price by manufacturers of apparel. Arranged by type of material.

Records of the Building Materials and Construction Price Division

GENERAL RECORDS. 1945-46. 10 in. 1017

This series is similar to that described in entry 993, but includes also orders establishing maximum prices for building materials and services in local areas. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA. 1945-46. 13 ft. 1018

Mainly records that were a byproduct of studies of the building and construction industry compiled in connection with the preparation and operation of area price orders and amendments. They include memoranda, letters, economic briefs, completed questionnaires, and tabulations, relating to surveys of prices of installed insulation, hard building materials, stock millwork, roofing and siding materials, plumbing, heating, and other commodities and services. Arranged by subject.

Records of District Offices

Records of the Albany Office

GENERAL RECORDS. 1943-46. 4 in. 1019

Include memoranda relating to the operation of commodity programs, community pricing programs, surveys, company investigations, and meetings with industry representatives; bulletins containing instructions issued by the district office to local war price and rationing boards; periodic progress reports of district officials; and company correspondence containing interpretations of regulations and applications for price approval or determination. Arranged by type of material.

APPLICATIONS FOR PRICE ADJUSTMENT. 1943-46. 1 ft. 1020

This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

FOOD COST CARDS. 1944-46. 10 in. 1021

These are cards, 5" x 7", containing cost data on various brands of dry groceries. Arranged by commodity.

Records of the Altoona Office

GENERAL RECORDS. 1943-46. 3 in. 1022

This series is similar to that described in entry 1019. Arranged by type of material.



FOOD COST CARDS. 1944-46. 2 ft.

1023

Are similar to those described in entry 1021. Arranged by commodity.

Records of the Baltimore Office

GENERAL RECORDS. 1942-46. 5 in.

1024

This series is similar to that described in entry 1019. Arranged by type of material.

DOCKETED CASE FILES. 1943-46. 1 ft.

1025

Include orders, reports, memoranda, letters, completed questionnaires, and work papers, relating to requests for price determination, applications for price adjustment, protests against price orders, and petitions for amendments to regulations. The case files are arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1944-46. 1 ft.

1026

This series, a 5-percent sample, is similar to that described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

Records of the Buffalo Office

GENERAL RECORDS. 1942-46. 7 in.

1027

This series is similar to that described in entry 1019. Arranged by type of material.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 1 ft.

1028

This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1943-45. 8 in.

1029

Are similar in the type of information they contain to those described in entry 998. The charts were filed in accordance with provisions of Maximum Price Regulation 580. Arranged alphabetically by name of company.

FOOD COST CARDS. 1945-46. 1 ft.

1030

Are similar to those described in entry 1021. Arranged by commodity.

Records of the Camden Office

GENERAL RECORDS. 1943-45. 5 in.

1031

This series is similar to that described in entry 1019. Arranged by type of material.

Records of the Erie Office

FOOD COST CARDS. 1945-46. 10 in.

1032

Are similar to those described in entry 1021. Arranged by commodity.



## Records of the Harrisburg Office

GENERAL RECORDS. 1943-45. 5 in.

1033

This series is similar to that described in entry 1019. Arranged by type of material.

FOOD COST CARDS. 1945-46. 10 in.

1034

Are similar to those described in entry 1021. Arranged by commodity.

## Records of the Newark Office

GENERAL RECORDS. 1942-46. 10 in.

1035

This series is similar to that described in entry 1019. Arranged by type of material.

DOCKETED CASE FILES. 1942-46. 3 ft.

1036

Are similar to those described in entry 1025. The case files relating to Revised Maximum Price Regulations 330-3 and 330-5 are only a 5-percent sample. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1943-46. 2 ft.

1037

Are similar to those described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1944-46. 1 ft.

1038

Include minutes of industry advisory committee meetings; periodic progress reports of the chief of the district Building Materials and Construction Section; memoranda and letters dealing with the operation of commodity programs, community pricing programs, surveys, and company investigations; and company correspondence relating to requests for information and the submission of company data. Arranged by type of material.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 7 ft.

1039

Are similar to those described in entry 991. Arranged alphabetically by name of company.

## Records of the New York Office

GENERAL RECORDS. 1942-46. 1 ft.

1040

This series is similar to that described in entry 1019. Arranged by type of material.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 10 ft.

1041

Are similar to those described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1943-46. 5 ft.

1042

Are similar to those described in entry 998. The price charts filed



under Revised Maximum Price Regulation 330-5 are a 5-percent sample. Arranged by price regulation number and thereunder alphabetically by name of company.

#### Records of the Philadelphia Office

GENERAL RECORDS. 1942-46. 1 ft.

1043

This series is similar to that described in entry 1019. Arranged by type of material.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 3 ft.

1044

Are similar to those described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1943-45. 2 ft.

1045

Are similar to those described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

#### Records of the Pittsburgh Office

GENERAL RECORDS. 1943-46. 5 in.

1046

This series is similar to that described in entry 1019. Arranged by type of material.

APPLICATIONS FOR PRICE ADJUSTMENT. 1943-46. 10 in.

1047

Are similar to those described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1943-45. 3 ft.

1048

Are similar to those described in entry 998. Price charts filed under Revised Maximum Price Regulation 330 are a 5-percent sample. Arranged by price regulation and thereunder alphabetically by name of company.

AREA PRICING ORDERS RELATING TO BUILDING AND CONSTRUCTION. 1945-46.  
1 ft.

1049

These are copies of area pricing orders for certain hard building materials, issued under General Order 68. Arranged by pricing area.

#### Records of the Scranton Office

GENERAL RECORDS. 1943-46. 7 in.

1050

This series is similar to that described in entry 1019. Arranged by type of material.

DOCKETED CASE FILES. 1946. 5 in.

1051

Are similar to those described in entry 1025. The case files are arranged by regulation number and thereunder alphabetically by name of company.



PRICE CHARTS. 1944-45. 1 ft. 1052  
Are similar to those described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

FOOD COST CARDS. 1944-45. 1 ft. 1053  
Are similar to those described in entry 1021. Arranged by commodity.

#### Records of the Syracuse Office

GENERAL RECORDS. 1943-46. 5 in. 1054  
This series is similar to that described in entry 1019. Arranged by type of material.

APPLICATIONS FOR PRICE ADJUSTMENT. 1943-46. 2 ft. 1055  
Are similar to those described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1943-45. 2 ft. 1056  
Are similar to those described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

FOOD COST CARDS. 1944-46. 1 ft. 1057  
Are similar to those described in entry 1021. Arranged by commodity.

#### Records of the Trenton Office

GENERAL RECORDS. 1943-45. 5 in. 1058  
This series is similar to that described in entry 1019. Arranged by type of material.

#### Records of the Washington Office

GENERAL RECORDS. 1943-46. 2 ft. 1059  
This series is similar to that described in entry 1019, but includes also memoranda, letters, completed questionnaires, and tabulations relating to surveys of restaurant and building material prices, and storage company and shoe repairing charges. Arranged by type of company.

PRICE CHARTS. 1943-45. 2 ft. 1060  
Are similar to those described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

FOOD COST CARDS. 1944-45. 1 ft. 1061  
Are similar to those described in entry 1021. Arranged by commodity.

#### Records of the Wilmington Office

GENERAL RECORDS. 1944-46. 5 in. 1062  
This series is similar to that described in entry 1019. Arranged by type of material.



APPLICATIONS FOR PRICE ADJUSTMENT. 1944-46. 10 in. 1063

Are similar to those described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

FOOD COST CARDS. 1944-45. 1 ft. 1064

Are similar to those described in entry 1021. Arranged by commodity.

### RECORDS OF REGION III

#### Centralized Files of the Price Divisions

GENERAL RECORDS. 1942-46. 7 ft. 1065

This series is similar to that described in entry 987. Arranged by type of material.

PROGRESS REPORTS. 1943-46. 6 ft. 1066

Consist of narrative and statistical reports submitted by district price executives to the Regional Price Executive. They relate to the operation of commodity programs, administrative problems, activities of price panels, legal and enforcement activities, discussions of problems requiring regional or national office consideration, and price adjustment problems. Arranged alphabetically by name of district office and thereunder chronologically.

REGIONAL PRICE BULLETINS. 1943-46. 8 in. 1067

Are similar to those described in entry 1009. Included also are inter-office memoranda containing data for inclusion in the bulletins. Arranged chronologically.

RECORDS CONTAINING ECONOMIC DATA ON COMMODITY PROGRAMS. 1942-46. 3 ft. 1068

Consist chiefly of survey materials on the ice, slaughtering, milk, scrap, coal, and dry-cleaning industries compiled in connection with the preparation and operation of regional orders and amendments. Included are minutes of meetings with industry representatives; economic briefs, cost studies, reports, and tabulations relating to surveys in local areas; copies of regional orders; and applications for price adjustment, together with related correspondence. Arranged by name of commodity surveyed.

APPLICATIONS FOR PRICE DETERMINATION AND ADJUSTMENT. 1942-46. 40 ft. 1069

This series is similar to that described in entry 1011 except that it also includes applications for price determination. Arranged by regulation number and thereunder alphabetically by district office.

PRICE CHARTS. 1944-45. 38 ft. 1070

Are similar to those described in entry 998. Arranged by district office.



CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM.

1945-46. 1 ft.

1071

This series is similar to that described in entry 991. The case files are arranged in two groups and thereunder alphabetically by name of company.

Records of the Legal Staff

RECORDS OF THE REGIONAL PRICE ATTORNEY. 1943-46. 3 ft.

1072

Consist of memoranda, teletypes, and telegrams relating to adjustment and review procedures and to the administration of food and consumer goods commodity programs, or containing interpretations of regulations; and narrative and statistical reports from district price attorneys on their activities. Arranged by subject.

Records of the Building Materials and Construction Price Division

RECORDS CONTAINING ECONOMIC DATA. 1945-46. 18 ft.

1073

This series is similar to that described in entry 1018. Arranged by subject.

AREA ORDERS. 1945-46. 4 ft.

1074

Consist of copies of regional orders issued under provisions of General Orders 61 and 65, and Maximum Price Regulations 251 and 592, establishing maximum prices and pricing zones for used lumber, new lumber, and hard building materials. A price list for the area pricing of sales of commodities under the jurisdiction of the Division is included in the series. Arranged by regulation number.

LETTER ORDERS. 1945-46. 5 in.

1075

Consist of regional orders in letter form granting or denying applications for price adjustments under provisions of Maximum Price Regulation 592. Arranged alphabetically by name of applicant.

Records of District Offices

Records of the Indianapolis Office

CARDS CONTAINING DATA ON DRY GROCERIES. 1943-46. 10 ft.

1076

These are cards, 9" x 12", that contain information in coded form on community wholesale and retail prices of chain stores for dry groceries. The key to the code is on the front card of each group. The cards are arranged in four groups and thereunder alphabetically by name of commodity.

RECORDS RELATING TO PRICING ZONES FOR DRY GROCERIES IN INDIANA. 1942-45.  
1 in.

1077

Memoranda, maps of proposed community food pricing zones, and newspaper clippings, documenting the history of pricing zones for dry groceries in Indiana. Unarranged.



RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION  
INDUSTRY. 1945-46. 5 in.

1078

This series is similar to that described in entry 1018. Arranged by  
subject.

DOCKETED CASE FILES RELATING TO BUILDING AND CONSTRUCTION. 1945-46.  
5 in.

1079

Are similar to those described in entry 996. The case files are ar-  
ranged alphabetically by name of company.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46.  
3 in.

1080

Are similar to those described in entry 991. Arranged alphabetically  
by name of company.

#### Records of the Detroit Office

FOOD COST CARDS. 1944-45. 6 ft.

1081

Are similar to those described in entry 1021. Arranged by commodity.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46.  
5 in.

1082

Are similar to those described in entry 991. Arranged alphabetically  
by name of company.

#### Records of the Charleston Office

FOOD COST CARDS. 1944-45. 3 ft.

1083

Are similar to those described in entry 1021. Arranged by commodity.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION  
INDUSTRY. 1945-46. 10 in.

1084

This series is similar to that described in entry 1018. Arranged by  
subject.

#### Records of the Cincinnati Office

FOOD COST CARDS. 1944-45. 4 ft.

1085

Are similar to those described in entry 1021. Arranged by commodity.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION  
INDUSTRY. 1945-46. 10 in.

1086

This series is similar to that described in entry 1018. Arranged by  
subject.

#### Records of the Cleveland Office

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 5 in.

1087

This series is similar to that described in entry 1038. Arranged by  
type of material.



## Records of the Louisville Office

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 2 in. 1088

Are similar to those described in entry 991. Arranged alphabetically by name of company.

### RECORDS OF REGION IV

#### Centralized Files of the Price Divisions

GENERAL RECORDS. 1942-46. 6 ft. 1089

This series is similar to that described in entry 1007. Arranged by type of material.

INTEROFFICE MEMORANDA. 1943-46. 4 ft. 1090

This series is similar to that described in entry 1008. Arranged by regulation number and thereunder alphabetically by name of correspondent.

CORRESPONDENCE OF THE REGIONAL PRICE EXECUTIVE. 1943-46. 8 ft. 1091

Correspondence with the national and district offices, Members of Congress, and private companies. Included are memoranda, telegrams, and teletypes relating to policy and procedure, budgetary estimates, administration of commodity programs, compliance with pricing chart regulations, and internal administrative matters; and letters dealing with individual pricing problems and company investigations, or containing applications for price adjustment. Arranged in part alphabetically by subject and in part chronologically.

PROGRESS REPORTS. 1942-46. 8 ft. 1092

This series is similar to that described in entry 1066. Samples of progress reports from the Food, Consumer Goods, Legal and other Sections and summaries of progress reports from all price sections in the regional office are at the end of the series. The reports are arranged alphabetically by name of State and thereunder chronologically by date of report.

RECORDS RELATING TO COMMODITY PROGRAMS. 1943-46. 4 ft. 1093

Relate mainly to the development and administration of price policies for liquor, restaurants, agricultural commodities, feed, lumber and building materials, and shoe repairing and other services. The records include minutes of meetings with industry representatives, memoranda relating to policy and procedures, economic briefs, copies of regional orders and amendments, and community pricing charts. Arranged by commodity and thereunder by subject.

RECORDS RELATING TO COMMODITY PROGRAMS FOR MILK. 1942-44. 3 ft. 1094

This series is similar to that described in entry 1013. Arranged alphabetically by State and thereunder by subject.



DOCKETED CASE FILES. 1944-46. 18 ft.

1095

This series is a sample of records relating to price actions taken by the regional office under authority delegated by the national office. A typical case file includes a copy of the application for price adjustment or price determination, supporting work papers, accounting studies, a copy of the analysis, and a copy of the order and opinion or the letter order. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS. 1945. 10 in.

1096

This sample of price charts is similar to that described in entry 998. Arranged by price regulation and thereunder alphabetically by name of company.

PRICE FILINGS. 1941-42. 2 ft.

1097

These are price lists, together with related correspondence, submitted by sellers of iron and steel products in accordance with provisions of Price Schedule 49. Arranged alphabetically by State and thereunder alphabetically by name of company.

COMMUNITY PRICING ORDERS. 1945. 2 ft.

1098

Consist of community pricing orders and charts issued by the regional office in accordance with General Order 51. Arranged by name of district.

CORRESPONDENCE WITH REPRESENTATIVE FIRMS. 1942-46. 3 ft.

1099

Consists of regional office correspondence with representative firms of the fertilizer, milk, textile, rubber, food, and cotton ginning industries, dealing with applications for price adjustment, protests, petitions, interpretations of regulations, company investigations, and the submission of company data. Arranged by commodity in the order mentioned and thereunder alphabetically by name of company.

COMPANY CORRESPONDENCE. 1942-46. 30 ft.

1100

This series is similar to that described in entry 990. Arranged in part alphabetically by name of company and in part by district office and thereunder alphabetically by name of company.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 4 ft.

1101

Are similar to those described in entry 991. The case files are in three groups, two of which are arranged alphabetically by name of company; the third group is arranged by State and thereunder alphabetically by name of company.

#### Records of the Legal Staff

RECORDS OF THE REGIONAL PRICE ATTORNEY. 1942-46. 4 ft.

1102

This series is similar to that described in entry 1072. Arranged chronologically.



## Records of the Building Materials and Construction Price Division

RECORDS CONTAINING ECONOMIC DATA. 1943-46. 2 ft. 1103

This series is similar to that described in entry 1018. Arranged by subject.

AREA ORDERS. 1945-46. 3 ft. 1104

Are similar to those described in entry 1074. Arranged in part alphabetically by name of district office and in part by regulation number.

LETTER ORDERS. 1945-46. 4 in. 1105

Are similar to those described in entry 1075. Arranged alphabetically by name of applicant.

## Records of District Offices

### Records of the Birmingham Office

CORRESPONDENCE OF THE DISTRICT PRICE EXECUTIVE. 1943-46. 10 in. 1106

Consists of memoranda containing reports of the activities of commodity sections or dealing with the administration of commodity programs; and letters containing interpretations of regulations or dealing with the administration and procedures of war price and rationing boards, applications for price adjustment, compliance with regulations, and meetings with industry representatives. Arranged in part alphabetically by name of correspondent and in part by price regulation.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1943-46. 1 ft. 1107

Consists mainly of correspondence with war price and rationing boards containing interpretations of regulations or relating to adjustment and review procedures; and correspondence with the regional price attorney containing summaries of legal activities or relating to problems referred to the regional office for consideration. Arranged in two groups as described and thereunder alphabetically by name of correspondent.

RECORDS RELATING TO SURVEYS. 1942-46. 5 in. 1108

Consist of letters, memoranda, completed questionnaires, tabulations, and work sheets containing cost-price information about coal and building materials dealers and cotton ginneries. Arranged by subject of survey.

DOCKETED CASE FILES. 1944-46. 2 ft. 1109

This series is a sample of case files relating to docketed price actions taken by the district office under authority delegated by the national and regional offices. A typical case file includes a copy of the application for price adjustment or price determination, supporting work papers, accounting studies, and a copy of the order and opinion. Arranged by regulation number and thereunder alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 10 in. 1110

This series is similar to that described in entry 1018. Arranged by subject.



## Records of the Jacksonville Office

CORRESPONDENCE OF THE DISTRICT PRICE EXECUTIVE. 1943-46. 2 ft. 1111

This series is similar to that described in entry 1106. Included also are minutes of staff meetings. Arranged in two parts and thereunder alphabetically by name of correspondent.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1943-46. 2 ft. 1112

This series is similar to that described in entry 1107. Arranged in two parts and thereunder alphabetically by name of correspondent.

RECORDS RELATING TO SURVEYS. 1943-46. 8 in. 1113

This series is similar to that described in entry 1108. The surveys related to fresh fruits and vegetables, bakery products, beer, wine, liquor, and mixed feeds. Arranged by subject of survey.

DOCKETED CASE FILES. 1944-46. 3 ft. 1114

This series is a sample of case files similar to that described in entry 1109. Arranged by regulation number and thereunder alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 4 in. 1115

This series is similar to that described in entry 1018. Arranged by regulation number.

## Records of the Miami Office

GENERAL RECORDS. 1945-46. 12 ft. 1116

Include reports by the Office of Censorship on foreign telephone conversations of individuals concerning OPA activities; memoranda relating to the administration of commodity programs for fresh fruits and vegetables; copies of community price lists for dry groceries; copies of orders, with supporting worksheets, relating to fresh fruits and vegetables; copies of district price orders; memoranda, letters, completed questionnaires, and tabulations, relating to surveys of new and used farm equipment; reports of the costs of wholesalers, brokers, and distributors; price charts; and food cost cards for wholesale groceries. Arranged by subject.

CORRESPONDENCE OF THE DISTRICT PRICE EXECUTIVE. 1944-46. 10 in. 1117

This series is similar to that described in entry 1106. Arranged in part alphabetically by name of correspondent and in part by subject.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1944-46. 3 ft. 1118

This series is similar to that described in entry 1107. Included also are minutes of staff meetings. Arranged by subject.

AREA ORDERS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 11 in. 1119

District orders and amendments issued under provisions of General



Order 68, which established maximum prices and pricing zones for lumber and hard building materials, together with completed questionnaires and worksheets containing surveys of costs and prices of lumber and hardware dealers. Arranged by pricing zone.

#### Records of the Atlanta Office

GENERAL RECORDS. 1942-46. 2 ft. 1120

Include minutes of staff meetings; memoranda relating to the administration of commodity programs; memoranda, completed questionnaires, and tabulations relating to surveys of freezer locker rentals, poultry prices, and mixed feed prices; and copies of letters sent to war price and rationing boards relating to policy and procedure. Arranged by subject.

CORRESPONDENCE OF THE DISTRICT PRICE EXECUTIVE. 1942-46. 1 ft. 1121

This series is similar to that described in entry 1106. Arranged by subject.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1942-46. 2 ft. 1122

This series is similar to that described in entry 1107. Arranged in part chronologically and in part by regulation number.

PRICE CHARTS. 1944-46. 4 ft. 1123

Are similar to those described in entry 998. Arranged by price regulation number and thereunder alphabetically by name of company.

FOOD COST CARDS. 1943-44. 2 ft. 1124

These are cards, 5" x 7", containing cost data on various brands of wholesale groceries. Arranged by commodity.

#### Records of the Jackson Office

CORRESPONDENCE OF THE DISTRICT PRICE EXECUTIVE. 1943-46. 2 ft. 1125

This series is similar to that described in entry 1106. Arranged in two parts and thereunder chronologically.

RECORDS OF THE DISTRICT PRICE ATTORNEY. 1943-46. 2 ft. 1126

Include correspondence with war price and rationing boards containing interpretations of regulations or relating to adjustment and review procedures; docketed case files relating to requests for price action by millers of soy beans, meal, and wheat feed; copies of district price orders; and memoranda, reports, completed questionnaires, and tabulations containing price and other economic data on various commodities under price control. Arranged by type of material.

RECORDS RELATING TO SURVEYS. 1944. 5 in. 1127

This series is similar to that described in entry 1108. The surveys related to prices, transportation charges, and supply of vegetables and the compliance of retailers with commodity pricing programs. Arranged by subject of survey.



RECORDS RELATING TO COMMODITY PROGRAMS. 1943-46. 1 ft. 1128

Consist of memoranda, letters, reports, press releases, and completed questionnaires, relating to the administration and operation of commodity programs for meat, milk, clothing, feeds, and the like. Included are applications for price adjustment, copies of regulations, and price bulletins issued to war price and rationing boards. Arranged by commodity.

DOCKETED CASE FILES. 1942-46. 3 ft. 1129

Are similar to those described in entry 1109. Arranged by regulation number and thereunder alphabetically by name of company.

#### Records of the Raleigh Office

GENERAL RECORDS. 1942-46. 1 ft. 1130

Include minutes of staff meetings; budgetary materials; memoranda relating to the administration of commodity programs and district administrative matters; letters from consumers charging price violations; memoranda, completed questionnaires, and tabulations, relating to surveys of prices for coal, ice, tobacco, milk, fertilizer, feed, and furniture; and pricing charts. Arranged by subject.

CORRESPONDENCE OF THE DISTRICT PRICE EXECUTIVE. 1942-46. 2 ft. 1131

This series is similar to that described in entry 1106. The correspondence is in three groups, one arranged by name of correspondent and the other two chronologically.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1942-46. 2 ft. 1132

This series is similar to that described in entry 1107. Arranged in part by name of correspondent and in part chronologically.

PRICE CHARTS. 1944-46. 5 ft. 1133

Are similar to those described in entry 998. Arranged by regulation number and thereunder alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION

INDUSTRY. 1945-46. 10 in. 1134

This series is similar to that described in entry 1018. Arranged by subject.

#### Records of the Columbia Office

CORRESPONDENCE OF THE DISTRICT PRICE EXECUTIVE. 1942-46. 2 ft. 1135

This series is similar to that described in entry 1106. Arranged in part chronologically and in part alphabetically by subject.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1942-46. 5 in. 1136

This series is similar to that described in entry 1107. Arranged by subject.



RECORDS RELATING TO SURVEYS. 1943. 1 ft. 1137

This series is similar to that described in entry 1108. The surveys related to wholesale costs of foods and charges made by cotton warehouses. Arranged by subject of survey.

DOCKETED CASE FILES. 1944-46. 3 ft. 1138

Are similar to those described in entry 1109. Arranged by regulation number and thereunder alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1943-46. 10 in. 1139

This series is similar to that described in entry 993, but includes also orders establishing maximum prices for building materials and services in local areas. Arranged by type of material.

#### Records of the Memphis Office

GENERAL RECORDS. 1942-46. 4 ft. 1140

This series is similar to that described in entry 1019. Arranged by type of material.

RECORDS RELATING TO SURVEYS. 1942-46. 2 ft. 1141

This series is similar to that described in entry 1108. The surveys related to the prices of milk, dairy feed, and firewood. Arranged by subject of survey.

PRICE FILINGS. 1943-46. 2 ft. 1142

These are lists, together with related correspondence, submitted by manufacturers of food, feed, and agricultural products. Arranged alphabetically by name of company.

DOCKETED CASE FILES. 1942-46. 6 ft. 1143

Are similar to those described in entry 1109. Arranged by regulation number and thereunder alphabetically by name of company.

AREA ORDERS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 1 ft. 1144

Are similar to those described in entry 1119. Arranged by regulation number.

#### Records of the Nashville Office

GENERAL RECORDS. 1942-46. 4 ft. 1145

This series is similar to that described in entry 1019. Arranged by type of material.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1942-46. 2 ft. 1146

This series is similar to that described in entry 1107. Arranged in part chronologically and in part by subject.



DOCKETED CASE FILES. 1944-46. 3 ft.

1147

Are similar to those described in entry 1109. Arranged by regulation number and thereunder alphabetically by name of company.

Records of the Richmond Office

GENERAL RECORDS. 1942-46. 8 ft.

1148

This series is similar to that described in entry 1019. Arranged by type of material.

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1942-46. 6 ft.

1149

This series is similar to that described in entry 1107. Arranged by subject.

DOCKETED CASE FILES. 1944-46. 5 ft.

1150

Are similar to those described in entry 1109. Arranged by regulation number and thereunder alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 5 in.

1151

This series is similar to that described in entry 1018. Arranged by subject.

RECORDS OF REGION V

Records of the Executive Section

GENERAL RECORDS. 1942-46. 2 ft.

1152

Include minutes of staff meetings of regional office personnel; periodic progress reports; memoranda relating to policy, procedure, personnel, and publicity matters; copies of orders delegating authority; transcripts of meetings with industry representatives; copies of lectures used in the regional Price Division's training program; and correspondence with district offices relating to the administration of commodity programs or containing interpretations of regulations. Arranged by type of material.

Records of the Legal Section

GENERAL RECORDS. 1942-46. 5 in.

1153

Include periodic progress reports by the regional price attorney; memoranda and teletypes containing interpretations of control orders, procedural regulations, and food products regulations; and memoranda, letters, reports, and studies containing background material used in preparing the Region V Beer Order, issued under General Order 50. Arranged by subject.

INTERPRETATIONS OF REGULATIONS. 1942-46. 7 in.

1154

Consist mainly of memoranda containing interpretations of regulations. In some instances transcripts of those proceedings before the United States Emergency Court of Appeals in which the OPA was a party, legal briefs, and



copies of protests and petitions are included. Arranged by regulation number.

REGIONAL PRICE ORDERS. 1942-46. 1 ft. 1155

Copies of orders issued by the regional administrator under delegations of authority granted by various maximum price regulations. Arranged by regulation number.

RECORDS RELATING TO SURVEYS. 1943-46. 2 ft. 1156

Consist chiefly of memoranda, letters, completed questionnaires, tabulations, and work sheets, relating to surveys of coal dealers' margins in Missouri and Kansas. Included also are copies of regional orders issued under authority of Maximum Price Regulation 122. Arranged by subject.

DOCKETED CASE FILES. 1942-46. 12 ft. 1157

Are similar to those described in entry 1095. In two groups, each arranged by regulation number and thereunder alphabetically by name of company.

Records of the Determination, Analysis, and Survey Section

GENERAL RECORDS. 1942-46. 2 ft. 1158

Include price policy memoranda; progress reports of the regional price economist; memoranda containing instructions for administering commodity programs; correspondence with district offices relating to price adjustment procedures; and memoranda dealing with policy and procedure for surplus goods. Arranged by type of material.

Records of the Consumer Materials Section

GENERAL RECORDS. 1942-46. 2 in. 1159

Include periodic progress reports; memoranda dealing with policy, procedure, and relations with other Government agencies; and transcripts of trade meetings with representatives of wholesale and retail grocers and clothing merchants. Arranged by type of material.

CORRESPONDENCE OF THE CONSUMER DURABLES UNIT. 1942-46. 5 in. 1160

Include instructional memoranda to all districts relating to the administration of those commodity programs for which the unit was responsible; memoranda to the national office embodying progress reports on price programs; memoranda relating to company investigations, compliance activities, meetings with industry members, price adjustment procedures, and the like; and correspondence with manufacturers containing interpretations of regulations. Arranged by type of material.

CORRESPONDENCE OF THE TEXTILES, WEARING APPAREL, AND LEATHER UNIT.

1942-46. 5 in. 1161

This series is similar, except for the commodities to which it relates, to that described in entry 1160. Arranged by type of material.



CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM.

1945-46. 1 ft.

1162

Are similar to those described in entry 991. Arranged in part alphabetically by name of company and in part by name of district office.

CORRESPONDENCE OF THE FOOD UNIT. 1942-46. 8 in.

1163

This series is similar, except for the commodities to which it relates, to that described in entry 1160. Included also are memoranda embodying lists of community pricing instructions for dry groceries, and memoranda and completed questionnaires containing summary reports on community pricing and surveys of the behavior of retail prices of fresh fruit and vegetables that had been omitted from community price lists. Arranged by type of material.

CORRESPONDENCE OF THE GROCERY PRODUCTS AND RESTAURANT UNIT. 1942-46.

3 in.

1164

This series is similar, except for the commodities to which it relates, to that described in entry 1160. Arranged by type of material.

CORRESPONDENCE OF THE POULTRY, EGGS, AND DAIRY PRODUCTS UNIT. 1942-46.

3 in.

1165

This series is similar, except for the commodities to which it relates, to that described in entry 1160. Arranged by type of material.

CORRESPONDENCE OF THE MEATS, FISH, FATS, AND OILS UNIT. 1942-46. 3 in.

1166

This series is similar, except for the commodities to which it relates, to that described in entry 1160. Arranged by type of material.

CORRESPONDENCE OF THE SERVICES UNIT. 1942-46. 4 in.

1167

This series is similar, except that it applies to service industries, to that described in entry 1160. Included also is the transcript of a conference with Kansas City laundry owners on the problems of price adjustment in the laundry industry. Arranged by type of material.

Records of the Industrial Materials Section

GENERAL MEMORANDA. 1943-46. 1 in.

1168

Include copies of instructional memoranda sent to all districts, relating to the administration of commodity programs, and interoffice memoranda maintained by the section head, relating to various pricing problems. Arranged by subject.

RECORDS OF THE AUTOMOBILE AND RUBBER UNIT. 1943-46. 7 in.

1169

Include periodic progress reports; copies of instructional memoranda sent to all districts relating to the administration of commodity programs; correspondence with the national office containing interpretations of regulations, suggestions for new regulations and procedures, and comments on the regional pricing situation; transcripts of meetings with industry



members considering proposed regulations; and correspondence with district offices relating to commodity surveys, company investigations, compliance activities, price adjustment procedures, publicity matters, and individual pricing problems. Arranged by type of material.

RECORDS OF THE MACHINERY UNIT. 1942-46. 6 in. 1170

This series is similar, except for the commodities to which it relates, to that described in entry 1169. Arranged by type of material.

RECORDS OF THE METALS UNIT. 1942-46. 4 in. 1171

This series is similar, except for the commodities to which it relates, to that described in entry 1169. Arranged by type of material.

RECORDS OF THE PETROLEUM UNIT. 1942-46. 1 ft. 1172

This series is similar, except for the commodities to which it relates, to that described in entry 1169. Arranged by type of material.

RECORDS OF THE CHEMICAL AND DRUG UNIT. 1942-46. 4 in. 1173

This series is similar, except for the commodities to which it relates, to that described in entry 1169. Arranged by type of material.

RECORDS OF THE SOLID FUEL UNIT. 1942-46. 3 in. 1174

This series is similar, except for the commodities to which it relates, to that described in entry 1169. Arranged by type of material.

RECORDS OF THE PAPER UNIT. 1942-46. 5 in. 1175

This series is similar, except for the commodities to which it relates, to that described in entry 1169. Arranged by type of material.

RECORDS OF THE TRANSPORTATION UNIT. 1942-46. 7 in. 1176

This series is similar, except for the commodities to which it relates, to that described in entry 1169. Arranged by type of material.

#### Records of the Economic Data Analysis Section

RECORDS RELATING TO SURVEYS. 1942-44. 10 ft. 1177

Consist of letters, memoranda, completed questionnaires, tabulations, and work sheets, relating to more than 200 surveys that were made in order to provide a basis for price action, obtain information on specific commodity problems or pricing practices, and obtain compliance data. A list of the surveys, prepared by the OPA, is available. Arranged by subject of survey.

#### Records of the Building Materials and Construction Price Division

AREA ORDERS. 1943-46. 3 ft. 1178

This series is similar to that described in entry 1074. Arranged by regulation number.



CORRESPONDENCE. 1946. 1 ft.

1179

Consists of memoranda containing interpretations of regulations or relating to the administration of commodity programs and company investigations, and letters relating to requests for information. Arranged alphabetically by name of district office.

RECORDS CONTAINING ECONOMIC DATA. 1945-46. 11 ft.

1180

This series is similar to that described in entry 1018. Arranged by subject.

### Records of District Offices

#### Records of the Dallas Office

GENERAL RECORDS. 1943-46. 5 in.

1181

Include minutes of staff meetings, budgetary materials, organization charts, progress reports, and memoranda containing instructions to local war price and rationing boards for administering commodity programs or pertaining to district-region and district-board relations. Arranged by subject.

DOCKETED CASE FILES. 1943-46. 1 ft.

1182

This series is similar to that described in entry 1109. The case files also include forms containing price filings. Arranged by docket number.

PRICE CHARTS. 1945-46. 10 in.

1183

Are similar to those described in entry 998. Arranged alphabetically by name of company.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 8 in.

1184

Are similar to those described in entry 991. Arranged alphabetically by name of company.

#### Records of the Fort Worth Office

GENERAL RECORDS. 1942-46. 5 in.

1185

This series is similar to that described in entry 1181. Arranged by subject.

DOCKETED CASE FILES. 1943-46. 2 ft.

1186

Are similar to those described in entry 1109. Arranged by docket number.

#### Records of the Houston Office

GENERAL RECORDS. 1942-46. 4 in.

1187

This series is similar to that described in entry 1181. Arranged by subject.



DOCKETED CASE FILES. 1943-46. 1 ft. 1188  
Are similar to those described in entry 1109. Arranged by docket number.

FOOD COST CARDS. 1944-46. 6 in. 1189  
Are similar to those described in entry 1021. Arranged in part by commodity and in part by city.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 10 in. 1190  
This series is similar to that described in entry 1018. Arranged by subject.

#### Records of the Kansas City Office

GENERAL RECORDS. 1942-46. 5 in. 1191  
This series is similar to that described in entry 1181. Arranged by subject.

DOCKETED CASE FILES. 1943-46. 5 ft. 1192  
Are similar to those described in entry 1109. Arranged by docket number.

PRICE CHARTS. 1945-46. 8 in. 1193  
Are similar to those described in entry 998. Arranged alphabetically by name of company.

FOOD SURVEY CARDS. 1945-46. 3 ft. 1194  
The series consists of cards, 7" x 9", containing community pricing cost data on vegetables and fruits. Arranged by commodity.

COMMUNITY FOOD PRICING REPORT FORMS. 1944-46. 5 in. 1195  
Copies of OPA Form 638-549, Wholesaler's Net Cost for Dry Groceries, which contain cost data for each brand of a commodity. Unarranged.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 3 ft. 1196  
This series is similar to that described in entry 1018. Arranged by subject.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 1 ft. 1197  
Are similar to those described in entry 991. Arranged in two parts and thereunder alphabetically by name of company.

#### Records of the Little Rock Office

GENERAL RECORDS. 1942-46. 2 ft. 1198  
This series is similar to that described in entry 1181. Arranged by subject.



DOCKETED CASE FILES. 1942-46. 1 ft. 1199  
Are similar to those described in entry 1109. Arranged by docket number.

PRICE CHARTS. 1944-46. 2 in. 1200  
Are similar to those described in entry 998. Arranged alphabetically by name of company.

COMMUNITY PRICING CHARTS AND TABULATIONS. 1944-46. 3 ft. 1201  
Are similar to those described in entry 989. Arranged by type of material and thereunder alphabetically by name of commodity.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 10 in. 1202  
This series is similar to that described in entry 1018. Arranged by subject.

RECORDS RELATING TO MEETINGS WITH THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 5 in. 1203  
Consist chiefly of letters and memoranda relating to meetings, with building contractors, plumbers, and retail lumber dealers, held to discuss the regulations concerning construction services and installed building materials. Included also are proposed pricing orders for several construction operations. Arranged by name of trade committee.

#### Records of the New Orleans Office

GENERAL RECORDS. 1942-46. 1 ft. 1204  
This series is similar to that described in entry 1181. Arranged by subject.

DOCKETED CASE FILES. 1943-46. 2 ft. 1205  
Are similar to those described in entry 1109. Arranged by docket number.

RECORDS RELATING TO THE COMMUNITY PRICING PROGRAM. 1945-46. 18 ft. 1206  
Include copies of community pricing orders, memoranda relating to policy and procedure, letters from manufacturers containing price filings, completed questionnaires containing information on dealers' private brand labels, community price ceiling posters, and 7" x 9" cards containing cost data on various brands of groceries. Arranged by type of material or subject.

#### Records of the Oklahoma City Office

GENERAL RECORDS. 1942-46. 8 in. 1207  
This series is similar to that described in entry 1181. Arranged by subject.



DOCKETED CASE FILES. 1943-46. 5 in. 1208  
Are similar to those described in entry 1109. Arranged by docket number.

PRICE CHARTS. 1944-46. 1 ft. 1209  
Are similar to those described in entry 998. Arranged alphabetically by name of company.

Records of the San Antonio Office

GENERAL RECORDS. 1942-46. 10 in. 1210  
This series is similar to that described in entry 1181. Arranged by subject.

DOCKETED CASE FILES. 1942-46. 3 ft. 1211  
Are similar to those described in entry 1109. Arranged by docket number.

COMMUNITY PRICING CHARTS AND TABULATIONS. 1944-46. 2 ft. 1212  
This series is similar to that described in entry 989. Arranged by type of material and thereunder alphabetically by name of commodity.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 10 in. 1213  
This series is similar to that described in entry 1018. Arranged by subject.

Records of the St. Louis Office

GENERAL RECORDS. 1942-46. 1 ft. 1214  
This series is similar to that described in entry 1181. Arranged by subject.

DOCKETED CASE FILES. 1942-46. 2 ft. 1215  
Are similar to those described in entry 1109. Arranged by docket number.

FOOD SURVEY CARDS. 1945-46. 5 ft. 1216  
Are similar to those described in entry 1194. Arranged by commodity.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 1 ft. 1217  
Are similar to those described in entry 991. Arranged in two parts and thereunder alphabetically by name of company.

Records of the Tulsa Office

GENERAL RECORDS. 1942-45. 3 in. 1218  
This series is similar to that described in entry 1181. Arranged by subject.



DOCKETED CASE FILES. 1944-45. 2 in. 1219  
Are similar to those described in entry 1109. Arranged by docket number.

Records of the Wichita Office

GENERAL RECORDS. 1942-46. 1 ft. 1220  
This series is similar to that described in entry 1181. Arranged by subject.

DOCKETED CASE FILES. 1943-46. 1 ft. 1221  
Are similar to those described in entry 1109. Arranged by docket number.

PRICE CHARTS. 1944-46. 1 ft. 1222  
Are similar to those described in entry 998. Arranged alphabetically by name of company.

COMMUNITY FOOD PRICING REPORT FORMS. 1944-46. 2 ft. 1223  
Are similar to those described in entry 1195. Arranged alphabetically by name of company.

COMMUNITY PRICING ORDERS. 1943. 1 in. 1224  
Copies of community pricing orders issued by the Wichita District Office. Arranged chronologically.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 10 in. 1225  
This series is similar to that described in entry 1018. Arranged by subject.

RECORDS OF REGION VI

Centralized Files of the Price Divisions

GENERAL RECORDS. 1942-46. 3 ft. 1226  
Consist of memoranda, reports, minutes, orders, registers, and charts documenting many of the activities of the divisions. The records include memoranda dealing with wage price policy, wage rate control, and relationships with the National Wage Stabilization Board; central pricing orders issued by the national office of the OPA to chain stores; memoranda containing instructions for the administration of community pricing programs, and charts indicating sales trends in retail food stores; copies of delegations of authority, together with a register of all delegations of authority from the national office to the field offices and a list of delegations provided in the various price regulations; reports containing economic analyses of the women's outerwear, butter and cheese, lumber, and other industries; reports containing price histories of the regional and district offices; minutes of meetings and memberships lists of food and other industry advisory committees; and a collation and digests of



price interpretations issued by the national office. Arranged alphabetically by subject.

POLICY MEMORANDA. 1942-46. 2 ft. 1227

Include organization charts, and memoranda relating to policy, procedure, reconversion problems, and regional administrative matters. In two groups, one arranged alphabetically by name of district office and the other, for the region, arranged chronologically.

RECORDS RELATING TO MEETINGS. 1942-46. 1 ft. 1228

Include minutes of staff meetings of regional office personnel and minutes of meetings with industry representatives, together with related correspondence. Arranged chronologically.

REPORTS. 1942-46. 4 ft. 1229

Consist of general and progress reports of the activities of regional office officials, commodity program specialists, and price branches of the national office. Arranged alphabetically by title of report.

STUDIES AND SURVEYS. 1942-46. 5 ft. 1230

Consist of memoranda, reports, completed questionnaires, tabulations, charts, and graphs containing studies of division operations and personnel, time distribution, and workload; and surveys of business mortality, food margins, finished piece goods, coal and lignite, meat, and milk. Arranged by subject of study or survey.

ISSUANCES. 1942-46. 2 ft. 1231

Memoranda, bulletins, reports, and special instructions that were issued by the regional office. They embody policy statements, field price operating instructions, analyses of price regulations, reports of regional officials, and newsletters of various sections. Arranged alphabetically by title of issuance.

RECORDS RELATING TO COMMODITY PROGRAMS. 1942-46. 12 ft. 1232

Include area price orders, completed questionnaires, tabulations, and charts containing survey information on various commodities, minutes of meetings with industry representatives, and correspondence relating to applications for price adjustment. Arranged by regional or district order number, or by price regulation number.

FOOD COST CARDS. 1944-46. 22 ft. 1233

Are similar to those described in entry 1021. Arranged alphabetically by name of district office.

PRICE CHARTS. 1944-46. 2 ft. 1234

Are similar to those described in entry 998. Arranged by name of district office.

COMMUNITY PRICING ORDERS. 1944-46. 2 ft. 1235

Consist of copies of retail and wholesale community pricing orders for



the Omaha district. Arranged in two groups and thereunder numerically by order number.

RECORDS RELATING TO THE GENERAL MAXIMUM PRICE REGULATION. 1942-46.

7 ft.

1236

Include memoranda relating to policies on the administration of commodity programs under the General Maximum Price Regulation, pricing procedures under the regulation, and company investigations, or containing interpretations of the regulation; publicity materials concerning the regulation; price filings from Chicago retailers and wholesalers; and correspondence embodying orders or applications for price adjustment. Arranged by type of material.

RECORDS CONCERNING PRICE REGULATIONS. 1942-46. 57 ft.

1237

Consist of copies of regulations, amendments, statements of consideration, and delegations of authority; memoranda and bulletins embodying the results of surveys conducted to formulate price regulations; and memoranda containing interpretations of regulations. Arranged numerically by price regulation number.

PRICE FILINGS. 1944-45. 28 ft.

1238

This series consists of a 10-percent sample of the OPA Base Date Pricing Chart filed by retail stores selling apparel under provisions of Maximum Price Regulation 580. The forms contain price, percentage markup, and other information. Arranged by district office and thereunder alphabetically by name of store.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46.

4 ft.

1239

Are similar to those described in entry 991. Arranged in three groups and thereunder alphabetically by name of company.

Records of the Building Materials and Construction Price Division

RECORDS CONTAINING ECONOMIC DATA. 1945-46. 5 ft.

1240

This series is similar to that described in entry 1018. Arranged by subject.

DOCKETED CASE FILES. 1945-46. 2 ft.

1241

Are similar to those described in entry 996. Arranged by price regulation number and thereunder alphabetically by name of company.

Records of District Offices

Records of the Bismarck Office

GENERAL RECORDS. 1942-43. 2 in.

1242

Consist of narrative progress reports of the district director and State counsel relating to the administration and organization of the office or summarizing price, rationing, enforcement, and investigation activities. Arranged by subject.



## Records of the Chicago Office

GENERAL RECORDS. 1942-46. 3 ft.

1243

This series is similar to those described in entries 1019 and 1181. Included also are correspondence with taxicab and bus companies regarding tire rationing problems and charts containing reports of taxi tire usage. Arranged by subject.

AREA ORDERS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 1 in.

1244

This series is similar to that described in entry 1119. The district orders were issued under provisions of General Order 68. Arranged by regulation number.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 2 ft.

1245

This series is similar to that described in entry 1018. Arranged by subject.

## Records of the Des Moines Office

GENERAL RECORDS. 1942-46. 2 ft.

1246

Include a narrative history of the district office; organization charts; minutes of meetings with agriculture, industry, consumer, and labor representatives; progress reports of district officials; memoranda relating to operations of commodity programs; and reports on enforcement activities. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION INDUSTRY. 1945-46. 1 ft.

1247

This series is similar to that described in entry 1018. Arranged by subject.

DOCKETED CASE FILES RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 5 in.

1248

Are similar to those described in entry 996. Arranged alphabetically by name of company.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 2 in.

1249

Are similar to those described in entry 991. Arranged in two parts and thereunder alphabetically by name of company.

## Records of the Duluth Office

GENERAL RECORDS. 1943-46. 10 in.

1250

This series is similar to that described in entry 1246. Arranged by subject.



### Records of the Fargo Office

GENERAL RECORDS. 1943-46. 1 ft.

1251

This series is similar to that described in entry 1246. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION

INDUSTRY. 1945-46. 10 in.

1252

This series is similar to that described in entry 1018. Arranged by subject.

### Records of the Green Bay Office

GENERAL RECORDS. 1943-46. 2 ft.

1253

This series is similar to that described in entry 1246. Arranged by subject.

### Records of the La Crosse Office

GENERAL RECORDS. 1943-46. 10 in.

1254

This series is similar to that described in entry 1246. Arranged by subject.

### Records of the Milwaukee Office

GENERAL RECORDS. 1942-46. 2 ft.

1255

This series is similar to that described in entry 1246. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION

INDUSTRY. 1945-46. 8 ft.

1256

This series is similar to that described in entry 1018. Arranged by subject.

DOCKETED CASE FILES RELATING TO BUILDING AND CONSTRUCTION. 1945-46.

4 in.

1257

Are similar to those described in entry 996. Arranged alphabetically by name of company.

### Records of the Moline Office

GENERAL RECORDS. 1943-45. 1 ft.

1258

This series is similar to that described in entry 1246. Arranged by subject.

### Records of the North Platte Office

GENERAL RECORDS. 1943-45. 11 in.

1259

This series is similar to that described in entry 1246. Arranged by subject.



### Records of the Omaha Office

GENERAL RECORDS. 1942-46. 2 ft. 1260

This series is similar to that described in entry 1246. Arranged by subject.

CASE FILES RELATING TO SURPLUS WAR GOODS. 1945-46. 8 in. 1261

This series consists of 20 selected case files relating to purchasers of surplus war goods. A typical case file contains copies of all invoices from the War Assets Administration relating to sales of surplus materials to the firm, correspondence between the purchaser and the district office surplus goods coordinator, and copies of regional or national office correspondence regarding the sale or purchase of surplus goods. Arranged alphabetically by name of company.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION

INDUSTRY. 1945-46. 1 ft. 1262

This series is similar to that described in entry 1018. Arranged by subject.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 1 in. 1263

Are similar to those described in entry 991. Arranged alphabetically by name of company.

### Records of the Peoria Office

GENERAL RECORDS. 1943-46. 2 ft. 1264

This series is similar to that described in entry 1246. Arranged by subject.

### Records of the Pierre Office

GENERAL RECORDS. 1942-43. 3 in. 1265

This series is similar to that described in entry 1246. Arranged by subject.

### Records of the St. Paul Office

GENERAL RECORDS. 1942-46. 2 ft. 1266

This series is similar to that described in entry 1246. Arranged by subject.

AREA ORDERS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 5 in. 1267

Are similar to those described in entry 1119. Arranged by regulation number.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION

INDUSTRY. 1945-46. 5 in. 1268

This series is similar to that described in entry 1018. Arranged by subject.



CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM.

1945-46. 3 in.

1269

Are similar to those described in entry 991. Arranged in two parts and thereunder alphabetically by name of company.

Records of the Sioux City Office

GENERAL RECORDS. 1943-46. 1 ft.

1270

This series is similar to that described in entry 1246. Arranged by subject.

Records of the Sioux Falls Office

GENERAL RECORDS. 1943-46. 2 ft.

1271

This series is similar to that described in entry 1246. Arranged by subject.

Records of the Springfield Office

GENERAL RECORDS. 1942-46. 2 ft.

1272

This series is similar to that described in entry 1246. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION

INDUSTRY. 1945-46. 10 in.

1273

This series is similar to that described in entry 1018. Arranged by subject.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 2 in.

1274

Are similar to those described in entry 991. Arranged in two parts and thereunder alphabetically by name of company.

RECORDS OF REGION VII

Centralized Files of the Price Divisions

GENERAL RECORDS. 1942-46. 2 ft.

1275

Include minutes of staff meetings of regional and district office personnel, budgetary materials, organization charts, narrative histories of State price divisions, copies of orders delegating authority, minutes of compliance and industry advisory committee meetings, copies of speeches of officials, and interoffice memoranda dealing with administrative and liaison matters. Arranged by subject.

RECORDS RELATING TO PRICE OPERATIONS. 1942-46. 10 in.

1276

Consist of minutes of staff meetings and memoranda dealing with price adjustment and decontrol procedures, reconversion policies, and the procedures, functions, and duties of compliance price panels. Arranged by subject.



PROGRESS REPORTS. 1942-46. 3 ft.

1277

Are similar to those described in entry 1066. The reports were submitted by the regional price executive, district price executives, price economists, price specialists, and price sections. Arranged by subject of report.

RECORDS RELATING TO COMMODITY PROGRAMS. 1942-46. 12 ft.

1278

Are concerned mainly with the development and administration of price policies for wearing apparel; leather; furs and fibers; consumer durable goods; dairy products; meat and poultry; feeds and fertilizers; fruits and vegetables; wine, liquor, and beer; machinery; industrial materials, building materials, metals, rubber, and scrap; fuel; and tires and tubes. The records include minutes of meetings with industry representatives; memoranda relating to policy and procedure or containing interpretations of regulations; memoranda relating to the administration of the community pricing program; reports, completed questionnaires, and tabulations relating to industry surveys; and company correspondence containing applications for price adjustment. Arranged by commodity group as listed.

DISTRICT PRICE BULLETINS. 1943-46. 1 ft.

1279

These bulletins are similar in subject to those described in entry 1009. They were issued by the district offices in Idaho, Montana, and Wyoming. Arranged by name of State and thereunder chronologically by date of issuance.

RECORDS RELATING TO SURVEYS. 1942-46. 3 in.

1280

This series is similar to that described in entry 1108. The surveys related to frozen food locker rentals, retail radio prices, and the availability of livestock in meat-packing plants in Denver. Arranged by subject of survey.

RECORDS CONCERNING PRICE REGULATIONS. 1942-46. 27 ft.

1281

This series is similar to that described in entry 1237. Arranged numerically by price regulation number.

PRICE FILINGS. 1942-46. 5 ft.

1282

These are price lists filed by wholesalers and retailers showing their prices for commodities and services covered by Maximum Price Regulations 49, 88, 122, 178, 225, 287, 319, 421, 452, 471, 541, 570, 572, 581, 585, 586, 590, 605, and 607. Arranged by price regulation number and thereunder alphabetically by name of company.

CORRESPONDENCE RELATING TO SURPLUS WAR GOODS. 1945-46. 4 in.

1283

Consists of correspondence between the regional and national office and between regional and district war goods price coordinators regarding the sale or purchase of surplus war goods. Arranged by subject.

DOCKETED CASE FILES. 1942-46. 9 ft.

1284

Are similar to those described in entry 1025. Arranged by regulation number and thereunder numerically by docket number.



COMPANY CORRESPONDENCE. 1942-43. 2 in.

1285

This series is similar to that described in entry 990. The correspondence is with companies in Idaho. Arranged alphabetically by name of company.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 5 in.

1286

Are similar to those described in entry 991. Arranged alphabetically by name of company.

#### Records of the Legal Staff

GENERAL RECORDS. 1945-46. 1 ft.

1287

Include minutes of meetings of staff and commodity compliance committees; memoranda and teletypes relating to adjustment and review procedures and the administration of commodity programs, or containing interpretations of control orders and procedural and commodity regulations; and narrative and statistical progress reports from district price attorneys. Arranged by subject.

CORRESPONDENCE OF THE REGIONAL PRICE ATTORNEY. 1941-46. 9 ft.

1288

Consists of incoming teletypes containing the texts of regulations, amendments, statements of consideration, price lists, interpretations of regulations, and instructions from the national office; and correspondence with district offices relating to individual adjustment and review cases. The teletypes and the correspondence are each arranged chronologically.

INTERPRETATIONS OF REGULATIONS. 1945-46. 3 ft.

1289

This series is similar to that described in entry 1154. Arranged by regulation number.

#### Records of the Building Materials and Construction Price Division

GENERAL RECORDS. 1945-46. 2 ft.

1290

This series is similar to that described in entry 993. Arranged by type of material.

RECORDS CONTAINING ECONOMIC DATA. 1945-46. 3 ft.

1291

This series is similar to that described in entry 1018. Arranged by subject.

AREA ORDERS. 1945-46. 6 ft.

1292

Are similar to those described in entry 1074. Arranged by regulation number.

#### Records of District Offices

##### Records of the Denver Office

READING FILE OF THE DISTRICT PRICE ATTORNEY. 1942-46. 5 in.

1293

Copies of outgoing letters and memoranda containing interpretations of



regulations and operational instructions for local price and rationing boards. Arranged chronologically.

INTERPRETATIONS OF REGULATIONS. 1942-45. 5 in. 1294

This series is similar to that described in entry 1154. Arranged by regulation number.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 8 ft. 1295

This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS FOR OUTERWEAR. 1944-46. 4 ft. 1296

These are price lists submitted by wholesalers and retailers of women's, girls', children's, and toddlers' outerwear garments in accordance with the provisions of Maximum Price Regulation 330. Arranged alphabetically by name of company.

PRICE CHARTS FOR APPAREL AND HOUSE FURNISHINGS. 1944-45. 2 ft. 1297

This series is a 10-percent sample of charts similar to the charts described in entry 1238. Arranged alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 2 ft. 1298

Are similar to those described in entries 1018 and 1038. Arranged by type of material.

#### Records of the Boise Office

INTERPRETATIONS OF REGULATIONS. 1942-46. 7 in. 1299

This series is similar to that described in entry 1154. Arranged by regulation number.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 3 ft. 1300

This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS FOR OUTERWEAR. 1944-46. 2 ft. 1301

Are similar to those described in entry 1296. Arranged alphabetically by name of company.

PRICE CHARTS FOR APPAREL AND HOUSE FURNISHINGS. 1944-45. 1 ft. 1302

This series is a 10-percent sample of charts similar to the charts described in entry 1238. Arranged alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 1 ft. 1303

Are similar to those described in entries 1018 and 1038. Arranged by type of material.

#### Records of the Helena Office

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1943-46. 3 in. 1304

This series is similar to that described in entry 1107. Arranged chronologically.



APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 6 ft. 1305

This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE CHARTS FOR APPAREL AND HOUSE FURNISHINGS. 1944-45. 2 ft. 1306

Are similar to the charts described in entry 1238. Arranged alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1943-46. 10 in. 1307

This series is similar to that described in entry 1038. Arranged by type of material.

#### Records of the Santa Fe Office

CORRESPONDENCE OF THE DISTRICT PRICE ATTORNEY. 1942-46. 2 in. 1308

This series is similar to that described in entry 1107. Arranged chronologically.

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 4 ft. 1309

This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE FILINGS UNDER THE GENERAL MAXIMUM PRICE REGULATION. 1943-44. 10 in. 1310

Consist of completed questionnaires containing reports by wholesalers and retailers of their maximum prices for apparel, foods, furniture, household accessories, hardware, jewelry, and other commodities. Arranged chronologically or by commodity group.

PRICE CHARTS FOR OUTERWEAR. 1944-46. 1 ft. 1311

Are similar to those described in entry 1296. Arranged alphabetically by name of company.

PRICE CHARTS FOR APPAREL AND HOUSE FURNISHINGS. 1944-45. 7 in. 1312

Are similar to the charts described in entry 1238. Arranged alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 5 in. 1313

This series is similar to that described in entry 1038. Arranged by type of material.

#### Records of the Salt Lake City Office

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 2 ft. 1314

This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

PRICE FILINGS UNDER THE GENERAL MAXIMUM PRICE REGULATION. 1943-44. 3 ft. 1315

This series is similar to that described in entry 1310. Arranged alphabetically by name of company or by commodity group.



PRICE CHARTS FOR OUTERWEAR. 1944-46. 2 ft. 1316  
Are similar to those described in entry 1296. Arranged alphabetically by name of company.

PRICE CHARTS FOR APPAREL AND HOUSE FURNISHINGS. 1944-45. 1 ft. 1317  
Are similar to the charts described in entry 1238. Arranged alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 5 in. 1318  
This series is similar to that described in entry 1038. Arranged by subject.

#### Records of the Cheyenne Office

APPLICATIONS FOR PRICE ADJUSTMENT. 1942-46. 3 ft. 1319  
This series is similar to that described in entry 1011. Arranged by regulation number and thereunder alphabetically by name of company.

RECORDS RELATING TO SURVEYS. 1943-46. 5 in. 1320  
This series is similar to that described in entry 1108. The surveys were made to determine the degrees of compliance with price regulations for antifreeze, appliance repairs, farm equipment repairs, lamps and lamp shades, photographic studios, shoe repairs, radio repairs, and other commodities and services. Arranged by subject of survey.

PRICE CHARTS FOR OUTERWEAR. 1944-46. 8 in. 1321  
Are similar to those described in entry 1296. Arranged alphabetically by name of company.

PRICE CHARTS FOR APPAREL AND HOUSE FURNISHINGS. 1944-45. 5 in. 1322  
Are similar to the charts described in entry 1238. Arranged alphabetically by name of company.

RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 10 in. 1323  
Are similar to those described in entries 1018 and 1038. Arranged by type of material.

#### RECORDS OF REGION VIII

##### Centralized Files of the Price Divisions

GENERAL RECORDS. 1942-46. 1 ft. 1324  
Include organization charts, budgetary materials, narrative reports on the history of the Region VIII price divisions, and memoranda reflecting the development of price policies or containing procedural instructions for the administration of commodity programs and the handling of price determinations and adjustments. Arranged by subject.

GENERAL CORRESPONDENCE. 1942-46. 1 1/4 ft. 1325  
Consists of memoranda, letters, reports, and copies of regional orders,



relating to the administration of price regulations. The memoranda deal with policy and procedure, individual pricing problems, and company investigations. The letters contain interpretations of regulations, requests for information, price filings and company cost data, and comments of firms on the problems of price control. Included also are reports of various trade and dealers' associations, containing economic analyses of their industries. Arranged in two parts and thereunder alphabetically by name of commodity.

PROGRESS REPORTS. 1942-46. 8 ft.

1326

Are similar to those described in entry 1066. Included also are progress reports of the regional price executive to the regional administrator. Arranged by subject.

RECORDS RELATING TO MEETINGS WITH TRADE AND INDUSTRY MEMBERS. 1942-45.  
2 ft.

1327

Consist mainly of minutes of meetings held with trade and industry members to discuss price regulations and other problems of price control. Included also are copies of speeches and agenda. Arranged alphabetically by name of commodity or service.

GENERAL ORDERS. 1943-46. 1 ft.

1328

These general orders and amendments were issued by the regional administrator under the delegation of authority provisions of various maximum price regulations to establish ceiling prices for commodities and services in local areas. Arranged numerically by maximum price regulation number and thereunder numerically by general order number.

RECORDS RELATING TO SURVEYS. 1942-46. 2 ft.

1329

Consist chiefly of memoranda, letters, completed questionnaires, tabulations, and worksheets, relating to surveys of costs and prices of apparel, consumer durable goods, beverages, food, furniture, machinery, metals, tires, and other commodities. Arranged by subject of survey.

APPLICATIONS FOR PRICE ADJUSTMENT AND DETERMINATION. 1942-46. 60 ft.

1330

Consist of case files dealing with applications for price adjustment and determination. Each case file includes the application in the form of a letter or questionnaire, related memoranda and work papers, and a copy of the letter to the applicant embodying the OPA's price authorization. Arranged by regulation number and thereunder alphabetically by name of company.

COMMUNITY FOOD PRICING REPORT FORMS. 1944-46. 10 in.

1331

Completed copies of OPA Form 638-550, Wholesaler's Net Cost and Computed Retail Ceiling, containing cost data for grocery products in Los Angeles, San Francisco, and Seattle. Arranged by city in the order mentioned.



PRICE FILINGS. 1944-45. 10 in.

1332

This series consists of a 10-percent sample of price lists for industrial services that were filed by machine shops under provisions of Maximum Price Regulation 581. Arranged alphabetically by name of city and thereunder alphabetically by name of company.

CASE FILES RELATING TO THE MAXIMUM AVERAGE PRICE (MAP) PROGRAM. 1945-46. 9 ft.

1333

Are similar to those described in entry 991. Arranged in three groups and thereunder alphabetically by name of company.

#### Records of the Legal Division

INTERPRETATIONS OF REGULATIONS. 1942-46. 10 in.

1334

Letters and memoranda, written by the regional price attorney and the district price attorneys, containing interpretations of regulations. Arranged by price attorney.

#### Records of the Building Materials and Construction Price Division

GENERAL CORRESPONDENCE. 1945-46. 2 ft.

1335

Includes memoranda relating to the administration and operation of price regulations, and letters containing interpretations of the regulations or relating to the submission of company data. Arranged by subject.

RECORDS CONTAINING ECONOMIC DATA. 1945-46. 1 ft.

1336

This series is similar to that described in entry 1018. Arranged by subject.

AREA ORDERS. 1945-46. 5 in.

1337

Are similar to those described in entry 1074. These orders were issued under provisions of General Order 65. Arranged by regulation number.

DOCKETED CASE FILES. 1945-46. 10 ft.

1338

Are similar to those described in entry 996. Arranged by docket number.

#### Records of District Offices

##### Records of the Los Angeles Office

GENERAL RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 1 ft.

1339

This series is similar to that described in entry 1038. Arranged by type of material.

DOCKETED CASE FILES RELATING TO BUILDING AND CONSTRUCTION. 1946. 1 ft.

1340

Are similar to those described in entry 996. Arranged alphabetically by name of company.



### Records of the Phoenix Office

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION  
INDUSTRY. 1945-46. 1 ft.

1341

This series is similar to that described in entry 1018. Arranged by  
subject.

### Records of the Portland Office

AREA ORDERS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 10 in.

1342

Are similar to those described in entry 1119. Arranged by name of  
area.

### Records of the Reno Office

DOCKETED CASE FILES RELATING TO BUILDING AND CONSTRUCTION. 1946. 5 in.

1343

Are similar to those described in entry 996. Arranged by docket  
number.

### Records of the San Francisco Office

RECORDS CONTAINING ECONOMIC DATA ON THE BUILDING AND CONSTRUCTION  
INDUSTRY. 1945-46. 5 in.

1344

This series is similar to that described in entry 1018. Arranged by  
subject.

LETTER ORDERS RELATING TO BUILDING AND CONSTRUCTION. 1944-46. 5 in.

1345

Are similar to those described in entry 1119. Arranged by order  
number.

### Records of the Seattle Office

DOCKETED CASE FILES RELATING TO BUILDING AND CONSTRUCTION. 1946. 1 ft.

1346

Are similar to those described in entry 996. Arranged alphabetically  
by name of company.

### Records of the Spokane Office

GENERAL RECORDS RELATING TO BUILDING AND CONSTRUCTION. 1945-46. 5 in.

1347

This series is similar to that described in entry 1038. Arranged by  
subject.

DOCKETED CASE FILES RELATING TO BUILDING AND CONSTRUCTION. 1945-46.  
10 in.

1348

Are similar to those described in entry 996. Arranged by docket  
number.



## PRICE RECORDS OF WAR PRICE AND RATIONING BOARDS

GENERAL RECORDS. 1942-46. 69 ft.

1349

Consist of the price records of selected local war price and rationing boards. The records for each board typically include the board's history, minutes of its meetings, records of its finances, correspondence of the members, periodic reports on the administration of and compliance with commodity programs, and letters and memoranda dealing with public relations. In certain "record boards" every application and record of a board has been preserved in order that the history of local price control might be documented. Other boards, designated "principal city boards" and "sample city boards," respectively representing, in general, industrial and agricultural areas, contain only selected records. The cities in which the local boards in each category were located are listed in appendix IV. The records are arranged by name of city in which each board was located, in the order shown in the appendix.

RECORDS RELATING TO COMPLIANCE SURVEYS. 1942-46. 7 ft.

1350

Consist of completed questionnaires, together with related correspondence, price lists, and work papers, that were received from automotive dealers and garages, restaurants, service establishments, and retail grocery, clothing, and furniture stores. The questionnaires were sent out in connection with surveys on compliance with price regulations. The records of each selected board are arranged by type of establishment and thereunder alphabetically by name of company. In appendix V are listed by region the cities in which the local boards were located.



## APPENDIX I

### LIST OF OPERATING DIVISIONS AND THEIR COMPONENT SUBDIVISIONS AS OF JUNE 2, 1942

The following organization of the operating divisions of the Price Department was outlined by Administrative Order 14 of June 2, 1942.

#### FOOD AND APPAREL PRICE DIVISION

##### Fertilizer and Insecticides Price Branch

- Economic Analysis Section
- Insecticide and Spray Section
- Mixed Fertilizers Section
- Raw Materials Section

##### Food and Food Products Price Branch

- Administrative Section
- Bakery Section
- Beverage Section
- Canned Fruits and Vegetables Section
- Dairy Section
- Economic Review Section
- Fats and Oils Section
- Feeds Section
- Fish Section
- Flour Section
- Fresh and Dried Fruits and Vegetables Section
- Imported Foods Section
- Meats Section
- Packaged Specialties Section
- Poultry and Eggs Section
- Retail Section
- Sugar Section
- Tobacco Section
- Wholesale Section

##### Textiles, Leather, and Apparel Price Branch

- Administrative Section
- Apparel Section
- Leather Section
- Standardization Section
- Textile Section



## FUEL PRICE DIVISION

### Petroleum Price Branch

- Crude Oil Section
- Economic Research Section
- Marketing Section
- Products Section
- Refining Section

### Solid Fuels Price Branch

- Bituminous Mine Price Section
- Dealer Price Section
- Economic Research Section

## GENERAL PRODUCTS PRICE DIVISION

### Automobile and Parts Price Branch

- Retail Price Section
- Statistical and Economic Section
- Wholesale Price Section

### Building Materials Price Branch

- Economic Analysis Section
- Insulating Board, Roofing Materials, and Glass Section
- Mason Materials, Paint, Supplies, and Wall Covering Section
- Mechanical Equipment Section

### Consumers Durable Goods Price Branch

- Cooking and Heating Equipment Section
- Economic Analysis Section
- Electric Appliances Section
- Furniture, Floor Coverings, and Bedding Section
- Hardware and Housewares Section
- Household Accessories Section
- Office and Store Equipment and Machinery Section
- Personal Accessories Section
- Radio and Miscellaneous Section

### Paper and Paper Products Price Branch

- Converted Products Section
- Distributor Section
- Industrial Papers Section
- Paperboard Section



## Paper and Paper Products Price Branch (Cont.)

- Printing Papers Section
- Research and Analysis Section
- Waste Paper and Rag Section
- Wood Pulp Section
- Writing Papers Section

## Rubber Price Branch

- Other Rubber Products and Raw Materials Section
- Tires and Tubes Section

## INDUSTRIAL MATERIALS PRICE DIVISION

### Chemicals and Drugs Price Branch

- Alkalies Section
- Chemical Economic Section
- Coal Tars and Dyestuffs Section
- Coating Materials Section
- Compressed Gases Section
- Distribution Section
- Explosives and Miscellaneous Chemicals Section
- Fine and Medicinal Drugs Section
- Inorganic Acids Section
- Plastics and Resins Section
- Solvents Section

### Copper, Aluminum, and Ferro-Alloys Price Branch

- Aluminum, Magnesium, and Mercury Section
- Brass Mill Products Section
- Copper and Nickel Section
- Ferro-Alloys Section
- Foundries Section
- Organization and Analysis Section
- Research and Analysis Section

### Iron and Steel Price Branch

- Administrative Section
- Basic Materials Section
- Castings Section
- Fabricated Products Section
- Research Section
- Scrap Section
- Steel Mill Products Section
- Warehouses and Jobbers Section



## Lumber Price Branch

- Eastern Softwoods and Millwork Section
- Hardwoods and Miscellaneous Products Section
- Retail Lumber Yard Section
- Western Softwoods Section
- Wood Container Section

## Machinery Price Branch

- Construction and Extraction Equipment Section
- Electrical Generating and Power Equipment Section
- Farm Equipment and Tractors Section
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- Minor Metals and Non-Metallic Minerals Section
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## Review and Adjustment Branch

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- Automotive, Fuel, and Ice Stores Section
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- Food Stores Section
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## Service Trades Branch

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## APPENDIX II

### LIST OF ORGANIZATIONAL CHANGES OCCURRING IN OPERATING DIVISIONS

Listed below are changes at the division level in the Price Department that occurred in the price operating divisions between June 2, 1942, and November 10, 1946. The type of change, the authority for the change, and the effective date are indicated. On November 10, 1946, all commodities except sugar, rice, and certain syrups were decontrolled.

| <u>Division Name</u>                | <u>Action</u>                             | <u>Authority</u>            | <u>Effective Date</u> |
|-------------------------------------|---|-----------------------------|-----------------------|
| General Products                    | Terminated                                | Administrative Order 36     | July 9, 1942          |
| Industrial Manufacturing            | Established                               | Administrative Order 36     | July 9, 1942          |
| Transportation and Public Utilities | Established                               | Administrative Order 48     | Aug. 21, 1942         |
| Food and Apparel                    | Terminated                                | Administrative Order 56     | Oct. 9, 1942          |
| Textile, Leather, and Apparel       | Established                               | Administrative Order 56     | Oct. 9, 1942          |
| Food                                | Established                               | Administrative Order 57     | Oct. 9, 1942          |
| Transportation and Public Utilities | Transf. to Prof. Services Dept.           | Administrative Order 67     | Dec. 14, 1942         |
| Retail Trades and Services          | Terminated                                | Administrative Order 86     | May 18, 1943          |
| Services and Consumer Durable Goods | Established                               | Administrative Order 86     | May 18, 1943          |
| Services and Consumer Durable Goods | Terminated                                | Administrative Order 87     | Sept. 25, 1943        |
| Textile, Leather, and Apparel       | Terminated                                | Administrative Order 87     | Sept. 25, 1943        |
| Consumer Goods                      | Established                               | Administrative Order 87     | Sept. 25, 1943        |
| Services and Foreign Trade          | Established                               | Administrative Order 89     | Dec. 31, 1943         |
| Transportation and Public Utilities | Transf. from termin. Prof. Services Dept. | OPA Manual, ch. 1-59        | Aug. 28, 1944         |
| Services and Foreign Trade          | Terminated                                | OPA Manual, News Letter 84  | Dec. 17, 1945         |
| Building and Construction           | Established                               | OPA Manual, Interim Issue 5 | Feb. 21, 1946         |
| Industrial Manufacturing            | Terminated                                | OPA Manual, ch. 1-56        | Aug. 20, 1946         |
| Industrial Materials                | Terminated                                | OPA Manual, ch. 1-56        | Aug. 20, 1946         |
| Industrial Materials                | Established                               | OPA Manual, ch. 1-56        | Aug. 20, 1946         |
| Fuel                                | Terminated                                | OPA Manual, ch. 1-59 Rev.   | Sept. 6, 1946         |
| Transportation and Public Utilities | Terminated                                | OPA Manual, ch. 1-59 Rev.   | Sept. 6, 1946         |
| Transportation, Services, and Fuel  | Established                               | OPA Manual, ch. 1-59 Rev.   | Sept. 6, 1946         |



### APPENDIX III

#### INDEX TO ORGANIZATIONAL UNITS

The following index is to names of units mentioned in introductory remarks, in the series descriptions, or in the other appendixes of this inventory. A few names of units outside the Price Department have been included, but none outside the OPA except for a few interagency committees or boards on which the OPA was represented. The numbers are page numbers.

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## APPENDIX IV

### LOCATIONS OF LOCAL WAR PRICE AND RATIONING BOARDS

The cities listed below are those in which were located the selected local war price and rationing boards whose records are described in entry 1349. For each OPA region are given the locations of the record board, the principal city boards, and the sample city boards. The number in parentheses indicates the number of boards in that city.

#### Region I

##### Record Board

Quincy, Mass.

##### Principal City Boards

Ayer, Mass.

Belmont, Mass.

Boston, Mass.

Cambridge, Mass.

Concord, Mass.

Dorchester, Mass.

Everett, Mass.

Lowell, Mass.

Malden, Mass.

Newtonville, Mass.

Revere, Mass.

Roxbury, Mass.

Somerville, Mass.

Wakefield, Mass.

Waltham, Mass.

Watertown, Mass.

Medford, Mass.

Manchester, N. H.

Portland, Maine

##### Sample City Boards

Barre, Vt.

Bennington, Vt.

Bridgeport, Conn.

Fall River, Mass.

New Haven, Conn.

Providence, R. I. (4)

Torrington, Conn.

#### Region II

##### Record Boards

Annapolis, Md.

Atlantic City, N. J.

Washington, D. C. (3)

##### Principal City Boards

Buffalo, N. Y.

Bronx, N. Y.

Brooklyn, N. Y.

Manhattan, N. Y.

Jamaica, N. Y.

Richmond, N. Y.

Chester, Pa.

Upper Darby, Pa.

Lebanon, Pa.

Ardmore, Pa.

Pottstown, Pa. (2)

Scranton, Pa.

##### Sample City Boards

Dover, Del.

Glens Falls, N. Y.

Oswego, N. Y.

Wilkes-Barre, Pa.

#### Region III

##### Record Board

Paducah, Ky.



Principal City Boards

Cincinnati, Ohio  
Cleveland, Ohio

Dearborn, Mich.  
Detroit, Mich. (2)

Indianapolis, Ind.

Sample City Boards

Bloomington, Ind.  
Clarksburg, W. Va.

Columbus, Ohio  
Louisville, Ky.

Portsmouth, Ohio  
Zanesville, Ohio

Region IV

Record Board

Charleston, S. C.

Principal City Boards

Atlanta, Ga.  
Jacksonville, Fla.

Memphis, Tenn.  
Mobile, Ala.  
Norfolk, Va.

Richmond, Va.  
Savannah, Ga.

Sample City Boards

Albany, Ga.  
Gadsden, Ala.  
Elizabethton, Tenn.  
Gastonia, N. C.

Jackson, Miss.  
Knoxville, Tenn.  
Lakeland, Fla.  
Laurel, Miss.

Newport News, Va.  
Vicksburg, Miss.  
Winston-Salem, N. C.

Region V

Record Boards

Natchitoches, La.

Shawnee, Okla.

Houston, Tex.

Principal City Boards

Dallas, Tex.

Kansas City, Mo.  
New Orleans, La.

St. Louis, Mo.

Sample City Boards

Bogalusa, La.  
Corpus Christi, Tex.

Little Rock, Ark.  
Jonesboro, Ark.

Wichita, Kans.

Region VI

Record Board

Fremont, Nebr.

Principal City Boards

Chicago, Ill. (5)  
Evanston, Ill.

Forest Park, Ill.  
Blue Island, Ill.  
Milwaukee, Wis.

Green Bay, Wis.  
Minneapolis, Minn.

Sample City Boards

Clinton, Iowa  
Fargo, N. Dak.  
Hibbing, Minn.

Mattoon, Ill.  
North Platte, Nebr.  
Springfield, Ill.

Peoria, Ill.  
St. Paul, Minn.  
Watertown, S. Dak.



## Region VII

### Record Boards

Butte, Mont.

Pueblo, Colo.

### Principal City Boards

None

### Sample City Boards

Clovis, N. Mex.

Laramie, Wyo.

Pocatello, Idaho

Salt Lake City, Utah

## Region VIII

### Record Boards

Eugene, Oreg.

Tucson, Ariz.

### Principal City Boards

Los Angeles, Calif. (4)

Glendale, Calif.

Huntington Park, Calif.

Hollywood, Calif.

Long Beach, Calif.

San Fernando, Calif.

Santa Monica, Calif.

Whittier, Calif.

Portland, Oreg.

San Francisco, Calif.

Redwood, Calif.

Seattle, Wash.

### Sample City Boards

Elko, Nev.

Fresno, Calif.

Globe, Ariz.

Phoenix, Ariz.

San Diego, Calif.

Walla Walla, Wash.



## APPENDIX V

### LOCATIONS OF LOCAL WAR PRICE AND RATIONING BOARDS WHOSE RECORDS RELATING TO COMPLIANCE SURVEYS HAVE BEEN RETAINED

The cities listed below are those in which were located the selected local war price and rationing boards whose records relating to surveys conducted to determine the degree of compliance with OPA price regulations have been retained. The records are described in entry 1350.

#### Region II

Annapolis, Md.  
Atlantic City, N. J.

Washington, D. C.  
Manhattan, N. Y.

Oswego, N. Y.  
Wilkes-Barre, Pa.

#### Region III

Paducah, Ky.

South Bend, Ind.

Detroit, Mich.

#### Region IV

Charleston, S. C.

#### Region V

Natchitoches, La.

Shawnee, Okla.

Houston, Tex.

#### Region VI

Fremont, Nebr.

Chicago, Ill.

#### Region VII

Butte, Mont.

Pueblo, Colo.

#### Region VIII

Eugene, Oreg.  
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San Fernando, Calif.

Glendale, Calif.



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ILLINOIS HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 96

PRELIMINARY INVENTORY OF THE RECORDS OF  
THE HOUSE OF REPRESENTATIVES  
SELECT COMMITTEE TO INVESTIGATE  
REAL ESTATE BONDHOLDERS' REORGANIZATIONS  
1934-38

Compiled by José D. Lizardo

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General Services Administration

Washington: 1956







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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 280-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 5,000 rolls of this microfilm, most of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.







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## INTRODUCTION

Investigation of real estate bondholders' reorganizations was first proposed in the House of Representatives when Representative Thomas O'Malley of Wisconsin introduced House Joint Resolution 137, 73d Congress, on March 30, 1933. This resolution was not acted upon. On February 5, 1934, Representative O'Malley presented a second resolution (H. Con. Res. 31) authorizing an investigation of bondholders' real estate committees, reorganizations, bankruptcies, and receiverships. It did not go beyond the House Committee on Rules. Thereafter Representatives Kent E. Keller and Adolph J. Sabath, both of Illinois, introduced similar resolutions. On June 1, 1934, the Committee on Rules brought out House Resolution 412, "a composite product" of the resolutions submitted earlier.<sup>1</sup>

Representative O'Malley, in urging the passage of this resolution on June 15, 1934, spoke as follows:

. . . From 1920 to 1929 billions of dollars' worth of bonds, secured by real property in this country, were sold to American investors, most of these investors being persons of small incomes. These people, lured into the purchase of these securities by offers of high interest and widely publicized propaganda of safety for their investment, put their small life savings entirely into this type of security.

When the depression came, many of these properties were unable to sustain the interest charges on the bonds or make any payments upon principal, but a great many of the properties were still operating and obtaining revenue sufficient to pay some money to the investors. A group of racketeers who have increased in numbers tremendously in the past few years, however, saw in the depression an opportunity to reap huge profits at the expense of these investors in these bonds and, using depression hysteria, forced, by means of false statements and absolutely misleading propaganda, a vast majority of these investors to turn their securities over to so-called "protective" committees, obtaining with the deposit agreements on these bonds powers of attorney that gave the committee absolute authority to manage and exploit the building securing the bonds . . .

More than 1,000,000 of our American citizens have investments in these kinds of securities. These investments have been mishandled and misappropriated by committees of attorneys, inside operators, brokers, owners, and professional financial racketeers in scores of cases, and unless the Congress of the United States authorizes this investigation, it would be doubtful if these hundreds of thousands of

---

<sup>1</sup>So described by Representative John J. O'Connor of New York. Congressional Record, 73d Cong., 2d sess., p. 11773 (1934).



small investors will be able to get fair treatment and salvage anything of their hard-earned investments.<sup>2</sup>

Numerous complaints were received by Members of Congress that bondholders' committees were serving special interests and not the bondholders in general; that these committees, their lawyers, and their accountants were charging exorbitant fees; that the courts were not properly informed about reorganization plans and as a result bondholders were being defrauded; and that section 77B of the National Bankruptcy Act permitted certain abuses which could only be stopped by an amendment of the act. Representative John J. O'Connor of New York received 10,000 letters of complaint; Representative Sabath received a petition signed by 500,000 complaining bondholders; and other Members of Congress received additional thousands of complaints from holders of defaulted securities asking relief from Congress. Parades were held in cities to urge that something be done about the situation.

As a result of these protests, House Resolution 412, 73d Congress, was agreed to on June 15, 1934. It authorized the Speaker of the House to appoint a committee of seven to investigate the activities and practices of real estate reorganizations, and bondholders' protective committees. Thus the Select Committee to Investigate Real Estate Bondholders' Reorganizations was created. The resolution provided that the committee was

. . . to investigate the methods of organization, the activities and practices of real estate "reorganization" or "bondholders" committees, or similar or other groups, by use of the mails or otherwise, to determine whether misrepresentation or unfairness have been practiced in acquiring or representing such securities, in assessing expenses against the bondholders and disposing of, or managing the properties by such committees, trustees, receivers, or other persons against which the securities were issued as liens, and in the employment of attorneys or other persons, or in failing adequately to report to said security owners, and in what manner the rights and equities of bondholders and owners can be protected against undue and unjustified loss upon their investment. The committee shall report to the Congress as soon as practicable the results of its study together with its recommendations for necessary legislation.

The powers of the committee were enlarged and supplemented by House Resolutions 39, 79, and 354 of the 74th Congress. House Resolution 39, which was agreed to on January 8, 1935, continued the investigation begun under House Resolution 412. House Resolution 79, which was agreed to on February 8, 1935, provided in part:

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<sup>2</sup>Congressional Record, 73d Cong., 2d sess., p. 11775 (1934).



Sec. 3. Whenever, in the opinion of the committee, evidence is developed in connection with the investigation which discloses or tends to disclose any violation of the Federal law, the committee is authorized and directed to request the Department of Justice, the Post Office Department, and the Treasury Department, or any other Federal agency (whichever department or agency has jurisdiction to administer such law) to assign attorneys or agents thereof to the committee.

House Resolution 354, which was agreed to on August 23, 1935, further enlarged the scope of the investigation by authorizing the committee to look into the matter of receivers' and lawyers' fees, in addition to investigating the protective committees. This resolution also empowered the committee to appear in any court through its duly authorized representative and furnish the court with evidence in its possession in connection with reorganization proceedings under section 74 or 77B of the National Bankruptcy Act.

On June 15, 1934, the last day of the 73d Congress, the Speaker appointed Representative Sabath as chairman and Representatives O'Connor, Claude A. Fuller of Arkansas, O'Malley, James J. Connolly of Pennsylvania, Francis D. Culkin of New York, and Everett M. Dirksen of Illinois as the other members of the committee. In the next Congress, Representative Connolly did not return to the House, and his seat on the committee remained vacant after January 3, 1935. During the second session of the 74th Congress, Representative O'Connor resigned and was replaced by Representative Martin J. Kennedy of New York. Representative Sabath served as chairman for the duration of the committee. E. J. Comer was the committee's technical adviser and Murray W. Garsson the director of investigation.

The organization of the records in this inventory is based on the administrative setup of the operating offices that were created by the committee to carry out its duties. In addition to the central office in Washington, D. C., field offices were established in Boston, Chicago, Detroit, Los Angeles, Milwaukee, New York, Philadelphia, St. Louis, and San Francisco. Each of these offices created and gathered materials relating to the investigation of real estate reorganizations. The records of the Washington office are described first, then the records of the field offices, and last the hearings, reports, and recommended legislation. The records of the Milwaukee office, however, do not constitute a separate and distinct series but are filed with those of the Washington office (see entry 5).

Because of insufficient funds the field offices were not fully staffed. Public-spirited accountants, investigators, and lawyers offered their services without compensation. The Treasury Department reassigned some of its employees to work with the committee and so did other agencies of the Government. The personnel in charge of the field offices were as follows: Boston, Leo Hopkins; Chicago, Joseph L. Tupy; Detroit, Hyman Kransberg; Los Angeles, B. P. Calhoun; Milwaukee, Joseph N. Swerdlof;



New York, Murray W. Garsson; Philadelphia, James J. McGinnis; St. Louis, Joseph A. Lennon; and San Francisco, Walter E. Hettman.

There were three main methods by which the records described in this inventory were gathered by the staff and members of the committee, namely, (1) questionnaires and correspondence, (2) private hearings, and (3) public hearings.

During the early life of the committee--that is, the latter part of 1934 and the early part of 1935--the investigation was conducted almost entirely from Washington. Questionnaires were sent to protective committees of houses of issue of real estate bonds, and notices were published in newspapers and magazines throughout the Nation requesting holders of defaulted securities to inform the committee of such holdings. The replies to these questionnaires and notices are among the records described in entries 4 and 6. Most of the records in the field offices resulted from the use of the questionnaires.

Private hearings were also widely used in the field offices. They were held by members of the staff, usually the counsel of the office. At these proceedings testimony was given by members of protective committees, lawyers, bankers, and the like--and sometimes by complaining bondholders. This method of gathering evidence was extensively used by the Philadelphia office, as shown by its separate files on testimony (see entry 32), and was used to some extent by other field offices.

Public hearings were conducted by the whole membership of the committee or by subcommittees composed of one or two of its members. According to Chairman Sabath the public hearings were held "to bring to light and arouse public opinion" regarding the activities and practices of bondholders' protective committees, which were sponsored by houses of issue, bankers, mortgage companies, trust companies, and the like. Between September 1934 and December 1936 hearings were held at Boston, Chicago, Detroit, Los Angeles, Manchester (N. H.), Miami (Fla.), Milwaukee, New York, Philadelphia, St. Louis, San Francisco, and Washington. There are 20 cubic feet of printer's copies, galley proofs, and transcripts of public hearings resulting from these proceedings.

The authority of the committee to conduct investigations and to hold hearings ceased at the end of 1936. On January 21, 1937, Chairman Sabath introduced House Resolution 78, which was to authorize the continuance of the committee's substantive work, but it was not acted upon. House Resolution 259, agreed to August 9, 1937, provided the sum of \$7,134.94 to wind up the affairs of the committee.

House Resolution 412 required the committee to "report to the Congress as soon as practicable the results of its study together with recommendations for necessary legislation." The committee made three reports. The Preliminary Report was submitted on January 29, 1935; the Supplemental Report, on June 19, 1936; and the Final Report, on May 16, 1938 (see entry 38).



Bills recommended by the committee are enumerated in entry 39. The Sabath bill, H. R. 6963, was passed by the House but died in the Senate. Some of its provisions were incorporated in the Chandler bill, H. R. 8046, which constituted a general revision of the Bankruptcy Act, and this bill was passed by both Houses and was approved on June 22, 1938 (52 Stat. 840). During the consideration of this bill by the House on June 13, 1938, Representative Walter Chandler of Tennessee said:<sup>3</sup>

Before concluding, I would like to state that the Senate and House Judiciary Committees have been aided greatly by the investigations conducted by the Select Committee . . . of which the gentleman from Illinois [Mr. Sabath] is chairman; and the provisions of chapter X relating to the participation by the Securities and Exchange Commission in reorganization proceedings are quite similar to the Sabath bill which the House passed last year. Some of its provisions have been incorporated in the bill now before the House . . .

This work is a preliminary inventory of a part of Record Group 233, Records of the House of Representatives, consisting of all the records of the Select Committee to Investigate Real Estate Bondholders' Reorganizations. These records were transferred to the National Archives on December 20, 1950. Their total volume is 236 cubic feet.

Unpublished records relating to this investigation may not be examined by nor may information from them be furnished to anyone without the express authorization of the House of Representatives.

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<sup>3</sup>Congressional Record, 75th Cong., 3d sess., p. 9110 (1938).







RECORDS OF THE HOUSE OF REPRESENTATIVES SELECT COMMITTEE TO  
INVESTIGATE REAL ESTATE BONDHOLDERS' REORGANIZATIONS

Records of the Washington, D.C., Office

ADMINISTRATIVE RECORDS. 1934-37. 3 ft.

1

Correspondence exchanged between the field offices and the Washington office reflecting various operational activities in the regional offices and the central office; reports, with related correspondence, submitted by field investigators pertaining to assigned projects; applications for jobs with the select committee and appointments on the Treasury roll; requests for office equipment and furniture; copies of paid bills and receipts; copies of form letters and replies thereto; and vouchers and other records concerning expenses, payrolls, and salaries. Arranged by subject, except the field office correspondence, which is arranged by name of writer.

GENERAL CORRESPONDENCE. 1934-38. 2 ft.

2

Letters received from and copies of letters sent to field auditors and investigators, Members of Congress, members of the select committee, and constituents, with related memoranda and telegrams, pertaining to regional investigations, proposed legislation, and other matters. Arranged by folder subject, except two envelopes containing unarranged correspondence filed at the last.

RECORDS OF THE BANK SURVEY. 1934. 2 ft.

3

Questionnaires sent and replies received from banks and trust companies throughout the United States, containing lists of bondholders' protective committees for which the banks had acted as depositories, lists of closed banks in each State, and lists of real estate bond issues for which banks reported that they had acted as depositories or as underwriters. Arranged alphabetically by subject.

CORRESPONDENCE WITH HOLDERS OF DEFAULTED SECURITIES. 1934-36. 6 ft.

4

Mainly letters received from complaining bondholders throughout the United States in response to a request published in newspapers and magazines that holders of defaulted real estate bonds so inform the select committee, and replies to such letters. Many of the letters received were accompanied by filled-out questionnaires, deposit agreements, and reorganization plans. Arranged by State and thereunder alphabetically by name of correspondent.

SUBJECT FILE RELATING TO REAL ESTATE BOND ISSUES. 1934-36. 21 ft.

5

Case files for cases investigated by the Washington office and for some cases investigated by the Milwaukee office. The case files consist mainly of replies to questionnaires about the activities of bondholders' protective committees, but they also include copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. Arranged alphabetically by names of real estate



holding or of mortgage company, with separate sections for Michigan, New York, and Philadelphia. A list of the folder headings is available at the National Archives.

NUMERICAL FILE RELATING TO REAL ESTATE BOND ISSUES. 1934-36. 18 ft. 6

Case files for cases from every part of the United States investigated by the Washington office before the field offices were set up. The types of records in the case files are similar to those described in entry 5. The files are arranged according to a numerical system. An alphabetical index to them is available at the National Archives.

PUBLIC RELATIONS RECORDS. 1934-36. 2 in. 7

Press releases and drafts of speeches of Chairman Sabath. Unarranged.

MISCELLANY. 1934-37. 1 ft. 8

Newspaper clippings relating to various subjects; copies of subpoenas issued; and the continuing resolution of the select committee. Unarranged.

#### Records of the Boston Office

ADMINISTRATIVE RECORDS. 1935-36. 5 in. 9

Correspondence, including telegrams, with Washington, D. C., and the other field offices; financial records pertaining to paid and unpaid invoices, including requests for office supplies; applications for jobs in the Boston office; and newspaper clippings about the committee's work. Arranged alphabetically according to folder subject.

RECORDS RELATING TO ATTORNEYS, BANKS, AND REAL ESTATE AGENTS. 1935-36. 10 in. 10

Copies of questionnaires and related letters sent to and letters received from attorneys, banks, and real estate agents. Those who received questionnaires were attorneys who "acted in a legal capacity for any trustee, receiver, bondholders committee, foreclosure or reorganization committee . . ."; banks that acted as trustee or receiver of securities which had gone in default; and real estate agents who were requested to give "information on properties which have been or now are under foreclosure or liquidation for the benefit of bondholders or mortgagees." Included are copies of other questionnaires and related correspondence pertaining to various phases of the investigation. Arranged alphabetically according to folder subject.

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1935-37. 7 ft. 11

Case files consisting mainly of correspondence, memoranda, reports, testimony, work papers, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A feature of this series is a one-paragraph "final report" made for each case in May and June 1937 by Peter C. Borre, the



Select Committee's Counsel for New England. A list of folder headings for this series is available at the National Archives.

Records of the Chicago Office

GENERAL CORRESPONDENCE. 1934-37. 2 ft. 12

Mainly copies of letters sent to protective committees, financial companies, and individuals to obtain information desired by the select committee and replies to such letters; and letters received asking Congress to pass certain legislation. Arranged alphabetically by correspondent.

SABATH CORRESPONDENCE. 1934-38. 6 in. 13

Letters sent by citizens of Chicago to Representative Adolph J. Sabath urging him to support House Resolution 412, 73d Congress (Keller Resolution), copies of letters sent to Representative Sabath by the Chicago office, letters from private citizens received in the Chicago office, and copies of telegrams sent to and received from Chairman Sabath. Arranged chronologically.

RECORDS RELATING TO BOND BROKERAGE. 1934-35. 5 in. 14

Replies to two questionnaires, with related correspondence, received from traders of real estate bonds in the Chicago area. The first questionnaire requested information about the listing of real estate bonds purchased or sold, their values, buyers and sellers, number sold, and other matters. The second questionnaire added the name and location of property, bond or certificate of deposit number, nature of securities, nature of considerations given, and nature of transactions when considerations were other than cash. Arranged in the order described.

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1934-37. 60 ft. 15

Case files consisting mainly of replies to questionnaires, correspondence, memoranda, and work papers, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A list of folder headings for this series is available at the National Archives.

RECORDS RELATING TO RECEIVERSHIPS. 1936-37. 2 ft. 16

Copies of questionnaires and letters sent to and replies received from receivers of defaulted mortgages and bonds, relating to property in receivership, names of underwriters, names of receivers, and fees and expenses received. Receivers were also directed to inform the select committee once a month concerning any further receiverships they may have been appointed to after sending in their replies to the questionnaire. Arranged alphabetically by correspondent.

RECORDS RELATING TO BANKRUPTCY AND REORGANIZATION PLANS. 1936.

1 ft. 17

Copies of questionnaires and letters sent to and replies received from lawyers concerned with bankruptcy cases before Federal courts in Chicago or with plans for reorganization under Section 77B of the Bank-



ruptcy Act. Information requested included value of securities; dates of adjudication; fees paid to lawyers, receivers, trustees, protective committees, and others; and names of underwriters. Arranged alphabetically by correspondent.

#### Records of the Detroit Office

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1935-37. 2 ft. 18

These records originated in the Chicago and Washington offices and were sent to Detroit for further attention. They are case files consisting mainly of replies to questionnaires, correspondence, interviews, statements, reports, memoranda, clippings, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A list of folder headings for this series is available at the National Archives.

MISCELLANY. 1935-36. 10 in. 19

Complaint correspondence of Michigan citizens who were holders of defaulted securities; correspondence of Lewis M. Dickens, legal representative of Detroit bondholders; papers relating to the investigation of the practices of certain members of the Michigan Public Trust Commission; papers concerning Edward A. Nowack, a Lansing publisher and former member of the Michigan Public Trust Commission, who appeared before the select committee in Washington in January 1935; newspaper clippings regarding the contempt citation of Judge Ernest O'Brien; and a list of witnesses, including remarks on who the witnesses were and possible questions to be asked of them.

#### Records of the Los Angeles Office

RECORDS RELATING TO ATTORNEYS, COMPANIES, DEPOSITORIES, AND LOAN ASSOCIATIONS. 1935-36. 5 in. 20

Copies of questionnaires and letters sent to and replies received from attorneys, companies, depositories, and loan associations. Questionnaire form A was sent to attorneys requesting information on fees received from committees they represented; form B to banks and trust companies that acted as depositories for bondholders, debentureholders, or for collateral trust committees; form C and form E to companies and loan associations, respectively, to inquire into the financial and operating setup of their protective committees. Arranged by form.

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1934-37. 9 ft. 21

Case files consisting mainly of replies to questionnaires, correspondence, reports, testimony, work papers, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A list of folder headings for this series is available at the National Archives.



MISCELLANY. 1935-36. 5 in.

22

This series consists of correspondence, filled-in forms, resolutions, lists, pamphlets, and records filed under the following headings: complaints; incoming and outgoing mail; inter-office communications; instructions (covering duties and functions prescribed by the select committee); miscellaneous; personnel; resolutions (House & Senate); and subpoenas. Arranged by folder subject.

Records of the New York Office

ADMINISTRATIVE RECORDS. 1934-37. 3 in.

23

Mainly interoffice correspondence concerning subjects under investigation and personnel and financial matters, including telephone and telegraph bills.

COMPLAINT CORRESPONDENCE. 1934-37. 5 in.

24

Mainly complaint letters received from holders of defaulted securities and replies to some of them. Arranged alphabetically by name of correspondent.

RECORDS RELATING TO BROKERAGE, DEPOSITORIES, AND LAWYERS' FEES. 1936-37. 10 in.

25

A statistical survey of real estate bond issues which went into default since 1929, consisting of questionnaires and letters sent to and letters received from traders of real estate bonds in the New York area, including banks that acted as depositories and lawyers who represented bankruptcy and reorganization cases. Arranged alphabetically by name of correspondent.

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1934-37. 11 ft.

26

Case files consisting mainly of replies to questionnaires, correspondence, reports, testimony, depositions, clippings, work papers, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A list of folder headings for this series is available at the National Archives.

MISCELLANY. 2 ft.

27

Lists of files in the New York office concerning industrial cases, real estate cases, real estate bondholders' protective committees, Florida cases under section 77B of the Bankruptcy Act, foreign cases, New Jersey cases, managing agents, and reorganization cases; correspondence, memoranda, notes, and work papers concerning investigations conducted in New York. Unarranged.

Records of the Philadelphia Office

ADMINISTRATIVE RECORDS. 1935-37. 3 in.

28

Correspondence and receipts relating to interoffice communication, expenses, furnishings, stationery, and supplies. Arranged by subject.



COMPLAINT LETTERS AND A READING FILE. 1935-37. 3 in. 29

This series consists of complaint letters received from holders of defaulted securities, and a reading file of letters sent from May 25, 1935, to March 23, 1937, relating to miscellaneous subjects. Arranged alphabetically by correspondent.

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1934-37. 12 ft. 30

Case files consisting mainly of replies to questionnaires, correspondence, memoranda, testimony, clippings, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A list of folder headings for this series is available in the National Archives.

QUESTIONNAIRES. 1935-37. 10 in. 31

Questionnaires sent to and replies received from companies relating to fees received by lawyers or law firms which acted as counsels for bondholders' protective committees which solicited bonds, debentures, or defaulted securities for deposit, and of lawyers and law firms which acted as attorneys, trustees, or receivers in connection with reorganization proceedings, foreclosure actions, or equity proceedings; names and addresses of all depositing bondholders and amount deposited; names of parties which applied for a safe deposit box or deposited over \$5,000 on February 27, 1936, at banks or trust companies; statements of receipts and disbursements for the year 1935; and status of the property in regard to taxes, interest, and sinking fund. Arranged in the order described.

TESTIMONY FILE. May 31, 1935-Aug. 6, 1936. 2 ft. 32

Transcripts and carbon copies of testimony given at private hearings conducted by investigators and counsels of the Philadelphia office. Arranged according to the names of those who testified. A list of such persons is available at the National Archives.

MISCELLANY. 1935-36. 5 in. 33

Reports from Investigators James J. McGinnis and George H. Salmon to Chairman Sabath and Chief Investigator Murray W. Garsson. Included are lists of follow-ups, notes on the status of properties investigated, and subpoenas. Unarranged.

#### Records of the St. Louis Office

The records of the St. Louis office consist mainly of files of St. Louis cases investigated by the Washington and Chicago offices before the St. Louis office was opened in 1935. The files resulting from these investigations were sent to the St. Louis office.

GENERAL CORRESPONDENCE. 1934-36. 4 in. 34

Letters sent and letters received by the St. Louis and Washington offices revealing the names and nature of companies investigated by the committee in the St. Louis area. The letters received by the Washington



office and forwarded to the St. Louis office were from firms and individuals within the jurisdiction of the St. Louis office. Arranged alphabetically according to folder heading.

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1934-36. 2 ft. 35

Case files consisting mainly of replies to questionnaires, correspondence, work papers, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A list of folder headings for this series is available at the National Archives.

#### Records of the San Francisco Office

CASE FILES RELATING TO REAL ESTATE BOND ISSUES. 1935-36. 2 ft. 36

Case files consisting mainly of replies to questionnaires, correspondence, testimony, work papers, and such related records pertaining to the activities of bondholders' protective committees as copies of deposit agreements, balance sheets, statements of profit and loss, prospectuses, and reorganization plans. A feature of this series, like entry 11 of the Boston office, is a summary statement of Chief Counsel Walter E. Hettman regarding the status of each case as of April 1936. A list of folder headings for this series is available at the National Archives.

#### Records of Hearings

PUBLIC HEARINGS. Sept. 6, 1934-Dec. 29, 1936. 20 ft. 37

Printer's copy, galley proofs, transcripts (for Milwaukee only), and printed copies of public hearings conducted by the full select committee or by its subcommittees. Public hearings were held at Boston, Chicago, Detroit, Los Angeles, Manchester (N.H.), Miami (Fla.), Milwaukee, New York, Philadelphia, St. Louis, San Francisco, and Washington. Arranged chronologically.

#### Records Relating to Committee Reports

RECORDS RELATING TO COMMITTEE REPORTS. 1934-38. 2 ft. 38

Original drafts, printer's copies, galley proofs, page proofs, and miscellaneous reports and work papers that were used in the preparation of the Preliminary Report (H. Rept. 35, 74th Cong., 1st sess.) and the Supplemental Report (H. Rept. 35, Pt. 2, 74th Cong., 2d sess.); and the manuscript of the unnumbered Final Report, prepared for the select committee by J.L. Tupy, Chief Investigator, May 16, 1938.

#### Records Relating to Bondholders' Legislation

RECORDS RELATING TO BONDHOLDERS' LEGISLATION. 1934-38. 5 ft. 39

Copies of printed bills, resolutions, hearings, and house reports; analyses, drafts, and amendments of bills; correspondence, clippings, memoranda, work papers, and various papers accompanying the bills. The



empowering resolution (H.Res. 412) allowed the Select Committee to recommend legislation based on its findings. Materials relating to the following bills are included in this series: H.R. 7894, H.R. 10634, and H.R. 12064 of the 74th Congress; and H.R. 9, H.R. 6963, H.R. 6968, H.R. 6978, and H.R. 8046 of the 75th Congress. There are also miscellaneous papers relating to the Annual Report of the Commissioner of Internal Revenue for the fiscal year ended June 30, 1936; the Annual Report of the Comptroller of the Currency for the year ended October 31, 1935; and insurance, State reorganization laws, and Supreme Court decisions regarding bankruptcy. Arranged by bill number.



For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Section, National Archives, General Services Administration, Washington 25, D. C.







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RECORDS HISTORICAL SERVICE

PRELIMINARY



INVENTORIES

Number 97

RECORDS OF THE UNITED STATES SHIPPING BOARD

Compiled by Forrest R. Holdcamper

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The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956







PRELIMINARY INVENTORY OF THE RECORDS  
OF THE  
UNITED STATES SHIPPING BOARD

(Record Group 32)

Compiled by Forrest R. Holdcamper



The National Archives  
National Archives and Records Service  
General Services Administration

Washington: 1956



National Archives Publication No. 57-7



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## ILLINOIS HISTORICAL SURVEY

### FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in the 280-odd record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 5,000 rolls of this microfilm, most of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.







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## INTRODUCTION

The United States Shipping Board was for some 16 years, from 1917 to 1933, the principal agency of the Federal Government for regulating carriers by water, for developing a naval auxiliary, and for expanding the development of the United States merchant marine. The Board, organized on January 30, 1917, under the Shipping Act of September 7, 1916, was faced almost immediately with the necessity of creating a large fleet to transport men and materials needed in World War I. Vessels were seized, requisitioned, or purchased and a huge program of shipbuilding was begun. The Board's principal instrumentality for the performance of these functions was the United States Shipping Board Emergency Fleet Corporation, a District of Columbia corporation formed by the Board on April 16, 1917.

The Board was expanded and its powers were increased under the Merchant Marine Act of June 5, 1920. The Emergency Fleet Corporation, renamed the Merchant Fleet Corporation in 1927, continued to be the Board's agent in the exercise of those powers. An Executive order of June 10, 1933 (effective August 9, 1933), abolished the Board and transferred its functions, including those in respect to the Merchant Fleet Corporation, to the newly formed United States Shipping Board Bureau in the Department of Commerce. The Bureau and the Fleet Corporation both went out of existence when the United States Maritime Commission was organized on October 25, 1936.

The records described in this inventory were received from the United States Maritime Commission and constitute Record Group 32, Records of the United States Shipping Board, in the National Archives. On June 1, 1956, there were 9,150 cubic feet of records, nearly all of the extant records of the Shipping Board and the Fleet Corporation. These records are described in the following order: (1) records of the Board itself, those common to the Board and the Fleet Corporation, those of the Shipping Board Bureau, and those of closely related independent or semi-independent agencies; (2) general records of the Fleet Corporation and those of closely related independent or semi-independent agencies; (3) records of the Fleet Corporation's Construction Organization; and (4) records of the Fleet Corporation's Operations Organization.

Some series of records begun by the Shipping Board and the Fleet Corporation were continued by the United States Maritime Commission or incorporated with its records. Such records are a part of Record Group 178, Records of the United States Maritime Commission. Records of a number of cases that involved construction claims are in Record Group 123, Records of the United States Court of Claims. Administrative personnel and payroll records are in the Federal Records Center at St. Louis, Mo.

A list of Shipping Board Commissioners and Fleet Corporation officials, with a brief description of their records, lists of administrative orders issued by the home and district offices of the Shipping Board and the Emergency (Merchant) Fleet Corporation, a list of housing projects for



various shipyards, and a list giving the titles of freight conferences and/or freight services are appendixes to this inventory. They are valuable as aids to research in the organization of the Board or the Fleet Corporation and in certain of their functions.

The inventory was compiled by Forrest R. Holdcamper, who wishes to acknowledge the help received from the preliminary lists and notes of many former members of the National Archives staff, particularly those of Robert Claus and Allen Ross.



# RECORDS OF THE UNITED STATES SHIPPING BOARD

## RECORDS OF THE SHIPPING BOARD AND THE SHIPPING BOARD BUREAU

The United States Shipping Board, organized on January 30, 1917, was created by the Shipping Act of September 7, 1916, "for the purpose of encouraging, developing, and creating a naval auxiliary and naval reserve and a merchant marine to meet the requirements of the commerce of the United States with its Territories and possessions and with foreign countries; to regulate carriers by water engaged in the foreign and interstate commerce of the United States; and for other purposes." As provided by the act, the Board consisted of five Commissioners, appointed by the President of the United States and confirmed by the Senate. The Chairman was designated by the President.

The entrance of the United States into World War I in April 1917 intensified the Board's problems by making immediately necessary a large fleet to transport men and materials needed for the prosecution of the war. The powers exercised by the Board during the next few years were derived in part from the Shipping Act and in part from emergency legislation and Executive orders and proclamations. Enemy-owned shipping was taken over by the Board, and the Board was authorized to requisition existing shipping within the jurisdiction of the United States. Seized and requisitioned ships or ships that the Board acquired by other means were equipped, manned, and operated by the Board. Its principal instrumentality during the war period and afterward was the United States Shipping Board Emergency Fleet Corporation, a District of Columbia Corporation formed by the Board on April 16, 1917. The Chairman of the Board became President of the Corporation and the other Board members served as trustees of the Corporation. The wartime organization of the Shipping Board developed to meet needs as they arose and as a result there were frequent changes.

The Merchant Marine Act of June 5, 1920, repealed a considerable body of emergency legislation and made extensive additions to the powers allotted to the Board in the Shipping Act. The 1920 act also increased the number of Commissioners to seven and specified that they be appointed from designated areas. Under these and later acts the Board was given broad authority to study the economics of shipbuilding and operation, to lend money for private construction of approved types of vessels, to determine what steamship lines should be opened in foreign and domestic commerce and what vessels should be operated thereon, to recommend to Congress the shipbuilding programs necessary for the maintenance of an adequate merchant marine, and, in cooperation with the War Department, to perform duties relating to port and water-transportation facilities. The Board also had regulative authority over rates charged in water-borne interstate commerce, competitive practices and trade agreements, the transfer of vessels from American registry, and insurance matters. Finally, the Board was responsible for the liquidation of the Government-owned merchant fleet and for the operation and maintenance of that fleet pending liquidation. Most of the functions relating to the maintenance, operation, and disposal of



Shipping Board vessels were handled for the Board by its Emergency Fleet Corporation.

Recess appointments to the Board that were made on November 10, 1920, were not confirmed by the Senate, so from March 4, 1921, until June 14, 1921, Adm. W. S. Benson, as personal representative of the President of the United States, acted in lieu of the seven Commissioners. Until September 30, 1921, the Commissioners acted as trustees of the Corporation; by a resolution of that date they elected for the Corporation a separate President and Vice Presidents, who also served as trustees. In 1927 the Corporation was renamed the Merchant Fleet Corporation.

An Executive order of June 10, 1933 (effective August 9, 1933), directed that the Shipping Board be abolished and that its functions, including those in respect to the Fleet Corporation, be transferred to the newly formed United States Shipping Board Bureau in the Department of Commerce. The Bureau functioned in practically the same manner as the Board, and there is little break in the continuity of the records. The Merchant Marine Act of June 29, 1936, created the United States Maritime Commission, transferred to it the functions, powers, and duties of the Shipping Board Bureau, and dissolved the Merchant Fleet Corporation. The Maritime Commission was formally organized on October 25, 1936.

The records described in this part of the inventory are the records of the Shipping Board and the Shipping Board Bureau as distinguished from those created or taken over by the Fleet Corporation. Some parts of the general files were taken over and retained by the Maritime Commission and a few series, particularly the operating logs, the cargo and passenger reports, the litigation case files, and some records of the Division of Regulations, were continued or refiled by the Maritime Commission. Such records are in Record Group 178, Records of the United States Maritime Commission.

The Sea Service Section of the Shipping Board Bureau, which had inherited the functions of the Shipping Board's Recruiting Service, became a part of the Commerce Department's Bureau of Navigation and Steamboat Inspection in 1934. Its records are a part of Record Group 41, Records of the Bureau of Marine Inspection and Navigation, in the National Archives.

Some records of the Shipping Board Bureau relating to the functions of the Secretary of Commerce as its overall head are with the records of the Office of the Secretary of Commerce. Papers of Edward N. Hurley, Chairman of the United States Shipping Board and President of the Emergency Fleet Corporation, 1917-19, are at Notre Dame University, Notre Dame, Ind., and papers of Maj. Gen. George W. Goethals, General Manager of the Emergency Fleet Corporation from April to July 1917, are in the Library of Congress.



## GENERAL RECORDS

DIE OF SEAL. n.d. 1 in.

A bronze die of the official seal of the United States Shipping Board. 1

MINUTES OF BOARD MEETINGS. Jan. 30, 1917-Aug. 9, 1933. 20 ft. 2

Typed attested copies (the official set, in 40 leather-bound volumes) of the minutes of the proceedings of the Shipping Board from the date of its organizational meeting until the date its functions were transferred to the United States Shipping Board Bureau of the Commerce Department. Arranged chronologically; most of the volumes are indexed alphabetically by name of person, subject, or company. Following the volumes are typed and signed record copies of the memoranda of and actions taken by Adm. W. S. Benson during the period Mar. 5-June 14, 1921, when the Shipping Board was not legally in existence and for which there are no minutes. There are two sets of minutes, one signed by the Secretary and the other with his signature typed in. The first eight volumes of the signed set are not indexed; a copy of volume 1 was certified for use in court. Indexes to the minutes are described in entry 6; verbatim transcripts of the minutes, in entry 4.

MINUTES OF THE ADVISORY AND SPECIAL COMMITTEES OF THE SHIPPING BOARD BUREAU. Aug. 15, 1933-Oct. 25, 1936. 4 ft. 3

When the Shipping Board was transferred to the Department of Commerce, Secretary Roper appointed an Advisory Committee of high officials of the former Board and of the Merchant Fleet Corporation to advise with him as to the conduct of the Bureau and the control of the Fleet Corporation. Except in very unusual cases, the Secretary delegated his powers to the Committee and they, in effect, acted in a capacity similar to members of the former Shipping Board and were trustees of the Fleet Corporation. On Jan. 25, 1935, the Committee was renamed the Special Committee and as such it continued to function until June 29 of that year. From that date until the remaining functions of the Bureau were transferred to the Maritime Commission, the Director of the Bureau and ad hoc committees acted as advisers.

The records in this series are minutes of the committees, arranged chronologically, in two volumes for the period Aug. 15, 1933-June 29, 1935, and in looseleaf binders for the period June 30, 1935-Oct. 25, 1936. The first volume (for 1933) is indexed alphabetically by name of person, subject, or company. There are two sets of the first two volumes, one signed by the Secretary and the other with his signature typed in. For the period Aug. 15, 1933-June 29, 1935, there are also copies of the minutes of special committees or of actions taken by order of the Director of the Bureau or the Secretary of Commerce, arranged chronologically in looseleaf binders. Indexes to the minutes are described in entry 6; verbatim transcripts of the minutes, in entry 4.

VERBATIM MINUTES OF THE SHIPPING BOARD AND THE ADVISORY COMMITTEES.

Feb. 27, 1917-June 10, 1935. 20 ft. 4

Reports of the meetings of the Board and the advisory committees of the Shipping Board Bureau before they were revised to become the official min-



utes described in entries 2 and 3. In some cases there is additional information. Arranged chronologically; not indexed.

DOCKETS OF THE BOARD'S SECRETARY. 1917-33. 400 ft. 5

The official minutes of the Board (described in entry 2) contain file number references to the dockets maintained by the Board's Secretary. These dockets contain supplementary materials such as reports and memoranda (a few dated as late as 1935) that relate to subjects under discussion by the Board. They are arranged according to a subject-numeric system. Indexes to the dockets are described in entry 6. The conference reports, described in entry 9, contain references to the dockets.

INDEXES TO MINUTES AND TO THE SECRETARY'S DOCKETS. 1917-35. 140 ft. 6

Are on 3" x 5" cards. One index is for the official minutes of the Shipping Board and Bureau, described in entries 2 and 3, and for the Secretary's dockets, described in entry 5. Each card gives the file number or numbers of the docket, the name of the person to whom the docket refers, a brief description of the reference, and the volume and page number of the official minutes where the matter is reported or a notation that the matter is not reported in the minutes. This index is in two main parts, one for minutes and one for dockets, but both parts contain references to the two series. A second small index is for the Bureau period only. These two indexes are each arranged alphabetically by name of person, subject, or company. A third index, apparently a guide to a filing system, is arranged numerically by file number.

SUBJECT-CLASSIFIED GENERAL FILES. 1916-36. 2,203 ft. 7

Correspondence, memoranda, reports, and charts, relating to all aspects of the operation and activities of the Shipping Board, the Shipping Board Bureau, and the Emergency (later Merchant) Fleet Corporation. These records maintained by the office of the Secretary of the Board and the Bureau, include what were considered the most important records of both the Board and the Fleet Corporation. For the period they cover, the records in this series can be used as the starting point for almost any research in the maritime field. Until Sept. 1, 1917, the records are arranged according to a numerical system, Nos. 1-550, with a list of subjects at the beginning. From Sept. 1, 1917, to Mar. 1, 1920, the records are arranged numerically, 1000-108019, with an alphabetical list of subjects at the beginning. From Mar. 1, 1920, to Oct. 25, 1936, the records are arranged according to a subject-numeric system, a key to which is at the beginning. Oversize exhibits for the 1920-36 period, arranged in the same manner as the regular-size records, are at the end of that subseries. Indexes to the records in this series are described in entry 8. Records relating to subjects that carried over into the period covered by the United States Maritime Commission have been removed from this series and refiled among the general records of that agency.



INDEXES TO SUBJECT-CLASSIFIED GENERAL FILES. 1917-36. 282 ft. 8

Consist of brief and index slips and cards to the records described in entry 7. For the records up to Sept. 1, 1917, there is an index on 3" x 5" cards, arranged alphabetically by name of person or subject. For those from Sept. 1, 1917, to Mar. 1, 1920, there are 5" x 8" slips containing briefs of the documents. Each slip gives the file number for the document, the name of the correspondent, the date, a brief of the contents, and the name of the person or office to which the document was referred. The slips are arranged chronologically by year, thereunder in three groups (correspondent, vessel, and subject), and thereunder alphabetically. Another group of slips, arranged numerically according to file numbers, applies to the documents numbered 108019 to 133669 and 10 to 10749 (for 1921) that were refiled in the subject-numeric system used after Mar. 1, 1920. Each slip shows the new file number. For the records from Mar. 1, 1920, to Oct. 25, 1936, there is an index, on 3" x 5" cards, one part of which is arranged alphabetically by name of person, company, or general subject and the second part of which is arranged alphabetically by name of vessel. A small group of cards is arranged numerically by file number and gives the main subject for each number.

CONFERENCE REPORTS. Sept. 1919-Jan. 1921. 4 in. 9

Weekly or biweekly reports of conferences of Shipping Board members with chief executives of the Fleet Corporation concerning the work of the Board and the Corporation. Arranged chronologically in two leather binders. On most of the reports are numbered references to the Secretary's dockets (described in entry 5), but they are not otherwise indexed.

REGULATORY ORDERS. 1917-33. 4 in. 10

Under the Shipping Act of 1916 and the Merchant Marine Act of 1920, the Shipping Board was authorized to regulate rates for vessels used in interstate commerce and to hold formal hearings regarding claims and other matters brought before the Board. After the hearing a formal order was issued. The records in this series consist of the record copies of such orders, with the exception of those relating to shipping conferences and rate agreements. Arranged chronologically, numbers 1-309, in two leather-bound volumes. At the front of each volume is an index to the order number, arranged alphabetically by name of company involved.

ORDERS OF TRANSFER OF VESSELS TO FOREIGN REGISTRY. Feb. 16, 1917-Oct. 25, 1936. 2 ft. 11

Record copies of the formal orders of transfer to foreign registry of vessels documented under the laws of the United States. The transfer of vessels to foreign registry was a function of the Shipping Board authorized by the Shipping Act of 1916 and the Merchant Marine Act of 1920. Applications for such transfers and the records relating to the consideration of each case are in the minutes of the Board, the dockets of the Secretary, and the subject-classified general files of the Board and the Shipping Board Bureau, described in entries 2, 5, and 7, respectively. The orders of transfer are arranged chronologically, order numbers 1-2576.



At the front of each volume an index arranged alphabetically by name of vessel refers to the order numbers. Similar records from Oct. 26, 1936, to May 1, 1950, are among the records of the United States Maritime Commission in the National Archives. The issuance of such orders is now a function of the Federal Maritime Board.

ORDERS FOR THE SURRENDER AND TRANSFER OF DOCUMENTS. Dec. 19, 1923-Oct. 25, 1936. 2 in. 12

Under the preferred mortgage section of the Merchant Marine Act of 1920 the Shipping Board had to approve the surrender of documents for vessels having preferred mortgages if their names were to be changed or if they were to be transferred to other owners. The records in this series consist of the formal orders for the surrender of documents, signed and sealed by the Secretary of the Board. The orders, in two leather-bound volumes, are arranged chronologically, numbers 1-309. At the front of each volume an index arranged alphabetically by name of vessel refers to the order numbers. Similar records from Oct. 25, 1936, to May 1, 1950, are among the records of the Maritime Commission in the National Archives. The issuance of such orders is now a function of the Federal Maritime Board.

RECORDS OF SHIPPING BOARD COMMISSIONERS AND FLEET CORPORATION OFFICIALS. 1917-36. 294 ft. 13

The records in this series consist of (1) office files of most of the Commissioners, some files voluminous and important for an understanding of the workings of the Board and some small and relating to only a few subjects; and (2) office files of most of the separate presidents and some of the vice presidents of the Fleet Corporation. The records are arranged in the two groups and thereunder alphabetically by name of official. A list of the individual officials, with the dates of their records, the footages, and the general subjects, makes up appendix I to this inventory.

RECORDS OF LESTER SISLER. 1917-19. 4 ft. 14

Reference materials used by Mr. Sisler, Secretary of the Shipping Board and the Emergency Fleet Corporation from Oct. 4, 1917, to the end of 1919. Arranged according to the subject-numeric system described for the first two groups of records in the general files described in entry 7. The numbers used for the records in this series are 1-571 and 1000.04-3001.

RECORDS OF SAMUEL GOODACRE. July 26, 1926-Aug. 9, 1933. 12 ft. 15

Office files of Mr. Goodacre, Secretary of the Shipping Board and the Emergency (Merchant) Fleet Corporation for the above period. The Secretary kept the formal minutes and dockets, and supervised the general mail and files units. His office acted as the administrative clearinghouse both for the Board and the Fleet Corporation. Mr. Goodacre also acted as budget officer and many financial reports are among his records. His records are in two groups, the first consisting of correspondence and reports on general subjects, arranged alphabetically; and the second, consisting of financial reports and correspondence, arranged chronologically.



RECORDS OF THE OFFICE OF THE HISTORIAN. 1918-20. 7 ft. 16

The Historian of the United States Shipping Board was occupied mainly with compiling and writing its annual reports. He also wrote special reports, articles and speeches, and compiled the weekly report of the Board. His office was administered as a part of the Office of the Secretary. Raymond G. Gettell, the first Historian, served during the period Apr.-Aug. 1918. His successor, Prof. J. G. Randall, served until the Office of the Historian was abolished as of September 1, 1919. Its work reverted to the Office of the Secretary, where it was carried on by C. P. Kremer and by other members of the Secretary's staff. The records are in three groups as follows: (1) mainly general records of Mr. Gettell but including some records added by the Office of the Secretary, Apr. 1918-Dec. 1920, consisting of correspondence, memoranda, reports, and clippings; they relate to all phases of the Board's activity and include, under the heading "Functional," a group of historical sketches of various branches of the Board, dated July 1, 1918; (2) mainly general records of Mr. Randall but including some records added by the Office of the Secretary, Dec. 1918-Oct. 1920, consisting of materials similar to and overlapping those accumulated by Mr. Gettell; and (3) reference materials, Sept.-Nov. 1918. Within each group the records are arranged alphabetically by subject. See Elizabeth B. Drewry, Historical Units of Agencies of the First World War, p. 21-22 (Bulletins of the National Archives, No. 4. July 1942).

GENERAL RECORDS OF THE PERSONNEL DIVISION. 1917-36. 100 ft. 17

Correspondence, reports, memoranda, statistical charts, and other records, relating to the general personnel problems of the Shipping Board and its Fleet Corporation. The Personnel Division, usually under the general supervision of the Board's Secretary, handled personnel matters both for the Board and the Fleet Corporation. Among the records are copies of Reserve Fleet (sometimes called the "Laid-Up Fleet") payrolls from the middle of 1923 to 1936. In two main groups: (1) general correspondence, including some reports, arranged according to a subject-numeric classification system, Nos. 1-340, with a key to the system at the beginning; and (2) general reports and copies of payrolls, arranged chronologically.

GENERAL RECORDS OF THE INFORMATION BUREAU. Mar. 1918-Nov. 1919. 5 ft. 18

Include correspondence relating to the publicity and propaganda work done by the Bureau and to the administration of the Bureau, copies of printed articles on the merchant marine, record copies of press releases, and a few photographic prints of vessels, shipyards, and housing and sanitary facilities for shipyard workers. In March 1918 Chairman Hurley appointed Walter S. Meriwether to his staff to handle all publicity for the Shipping Board. Besides issuing press releases and articles, the Bureau advised the Chairman and other Commissioners of the Board in the preparation of speeches and the handling of press conferences. On November 1, 1919, the Bureau was abolished. Its correspondence is arranged alphabetically by name of correspondent; the press releases and articles are arranged chronologically; and the photographs are unarranged.



RECORDS RELATING TO THE MERCHANT MARINE POLICY REPORT OF 1927. 1926-27.  
2 ft. 19

On July 3, 1926, the United States Senate passed a resolution requiring the Shipping Board to submit, not later than Jan. 1, 1927, plans for building up and maintaining a merchant marine adequate for commerce and national security (1) through private capital and under private ownership and (2) through construction, operation, and ownership by the Government. The Board submitted such a report after it held hearings in 33 cities throughout the United States. The records in this series consist of stenographic transcripts of the hearings, some related correspondence, and a copy of the report. Arranged alphabetically by name of city.

#### RECORDS RELATING TO PORT AND HARBOR FACILITIES

As early as February 1918 the United States Shipping Board was studying the problems of increased harbor facilities made necessary by its shipbuilding program. By April 1918 contracts for the construction of eight marine railways had been negotiated by the Emergency Fleet Corporation. The United States Railroad Administration, also interested in the problems, had appointed an Inter-Regional Traffic Committee to study large traffic movements with a view toward relieving congested ports. The Shipping Board's Director of Operations was also surveying drydock and terminal facilities. To coordinate all these activities Mr. Hurley, Chairman of the Shipping Board, urged the appointment of a commission. This action was taken and the first meeting of a Port and Harbor Facilities Commission took place on April 25, 1918, although the formal establishment of the Commission did not occur until May 23.

The Commission, with Edward F. Carry, Director of Operations of the Shipping Board, as Chairman, included representatives of the Railroad Administration, the War and Navy Departments, the War Trade Board, and private shipping interests. Capt. Frank T. Chambers was engineer. The Commission was authorized to survey existing port facilities and to recommend new construction, but its authority to make contracts was taken away by the Shipping Board on June 13, 1918. The members of the Commission seldom met; reports and recommendations were prepared by the Chairman or the technical staff and the members were consulted by mail. After the war ended the Commission's staff was reduced and on December 1, 1919, nearly all of its remaining personnel and many of its records were transferred to the War Department's Board of Engineers for Rivers and Harbors. The Commission staff remaining with the Board acted in an advisory capacity and Captain Chambers continued to direct technical research while staying on the Shipping Board payroll.

During 1920 a plan was agreed to by which the Board of Engineers would carry on investigations and publish reports on behalf of both the War Department and the Shipping Board. This cooperative activity resulted in the publication of the "Port Series," frequently revised and kept up to date.



From 1920 to 1936 the Commission staff remaining with the Board collected, prepared, and published information regarding American and foreign port facilities, but it was not formally known as a Commission. As the Shipping Board underwent various reorganizations these activities were transferred first to the Bureau of Research, then to the Bureau of Operations, and then to the Public Information Section of the Shipping Board Bureau. From 1929 to 1936 the Board and the Bureau of Foreign and Domestic Commerce of the Commerce Department cooperated in a project relating to European port facilities. E. P. Cotter, who directed the project, remained until after the work was transferred to the Maritime Commission in 1936.

GENERAL RECORDS OF THE PORT AND HARBOR FACILITIES COMMISSION. May 1918-Mar. 1920. 10 ft. 20

Correspondence, reports, statistical charts and tables, notes, and memoranda, pertaining both to the administration of the Commission and to its work. Arranged according to a subject-numeric classification scheme. An index to these records is part of the series described in entry 25. The oversize materials from this series, arranged according to the same classification scheme, are described in entry 22.

REFERENCE MATERIALS ("PORT FILE"). 1917-20. 8 ft. 21

Correspondence, reports, maps, statistical charts, notes, memoranda, and printed propaganda material, relating to facilities at various ports in the United States. Arranged numerically according to a decimal classification scheme. At the beginning of the series is a list of subject groups for each port, arranged alphabetically by name of port. Some of the indexes described in entry 25 refer to these records. The oversize materials from this series, arranged according to the same classification scheme, are described in entry 22.

OVERSIZE MATERIALS. 1918-19. 7 ft. 22

Drawings, blueprints, statistical tables, and other oversize materials. One part of these records relates to the general file described in entry 20 and is arranged according to the same classification scheme; another part relates to the "Port File" described in entry 21 and is arranged in the same manner; and a third part, consisting of blueprints received after Dec. 12, 1919, is unarranged. At the beginning of the series is a "List of Blue Prints in Port Facilities Files," arranged alphabetically by name of port and thereunder by subject, which lists most of the items. An index to these records is a part of the series described in entry 25.

CARTOGRAPHIC RECORDS. 1917-18. 21 items. 22a

Published maps of ports and harbors in England and Scotland showing harbor facilities. These were prepared to accompany a report of Capt. F. T. Chambers, Chief Engineer. The index to oversize materials that is a part of the series described in entry 25 applies to the records in this series.



GENERAL REFERENCE MATERIALS. 1918-19. 2 ft. 23

Copies of correspondence, clippings, maps, charts, drawings, statistical tables, blueprints, notes, and memoranda, assembled for use by the Commission. They relate to general port, harbor, and fueling facilities, fuel prices and supplies, and shipping and trade statistics. Arranged numerically according to a subject-numeric scheme; an index is part of the series described in entry 25.

CHARTS AND TABLES. 1918-19. 1 ft. 24

Photostatic and negative prints of statistical charts, tables, graphs, and drawings, prepared by the Port Facilities Commission or received by it from other agencies. The records relate to various aspects of trade and shipping. A few of the charts are dated as early as 1899. Arranged numerically, 25-149. A card index to these records is part of the series described in entry 25.

INDEXES. 1918-26. 20 ft. 25

There are several indexes in this series, all on 3" x 5" cards. Each card contains a brief description of the contents of the document, the name of the correspondent, the classification number, and the date. The largest index is in four parts, arranged thereunder alphabetically as follows: (1) by name of correspondent; (2) by subject or name of port; (3) by division or office of the Shipping Board, the Construction Organization of the Fleet Corporation, or the Operations Organization of the Fleet Corporation, and thereunder by name of person; and (4) by name of Government agency, with the War and Navy Departments and the Railroad Administration separately grouped at the beginning. This index refers to the general records and the "port file" described in entries 20 and 21, respectively. A small index, relating to the oversize materials described in entry 22 and the cartographic records described in entry 22a, is arranged alphabetically by subject or name of port; another small index, relating to the general reference materials described in entry 23, is arranged alphabetically by subject; a third, relating to the charts and tables described in entry 24, is arranged alphabetically by subject; and a fourth, referring to correspondence of Captain Chambers after Dec. 1920 (most of which is not in the National Archives), is arranged alphabetically by name of correspondent.

REPORTS OF THE PORT AND HARBOR FACILITIES MISSION. July 27-Dec. 16, 1918. 2 ft. 26

This Mission, appointed in July 1918 by the Chairman of the Shipping Board, was composed of Capt. Frank Chambers, Oswald West, and Arthur J. Sinnott. It spent several weeks in England investigating British and French port and harbor facilities and administration. The records consist of reports of the Mission, together with correspondence and statistical materials relating to the ports being investigated. They are in the following groups, arranged thereunder as indicated: (1) copies of daily reports to the Chairman of the Port and Harbor Facilities Commission and of the final report, chronologically; (2) blueprints, charts, maps, and pamphlets relating mainly to British but also to some Swedish port facilities,



alphabetically by name of port; (3) related correspondence, maps, charts, pamphlets, and brochures that were assembled by the Mission, alphabetically by name of port or type of report; and (4) blueprints of English port facilities and related photostats, unarranged.

REFERENCE MATERIALS REGARDING FOREIGN PORTS. 1914-20. 20 ft. 27

Excerpts from consular and trade reports; clippings from newspapers, trade journals, and "Commerce Reports"; supercargo reports; pamphlets; and maps and drawings. They relate to port facilities, coal and fuel-oil supplies, repair facilities, and the like, at foreign ports. Arranged alphabetically by name of continent, thereunder by country, and thereunder by port. A small group of promotional pamphlets relating to foreign ports is arranged alphabetically by name of port (A-K are missing).

PRESS RELEASES AND CLIPPINGS. 1910-20. 3 ft. 28

Shipping Board press releases, Apr.-Oct. 1919; "Daily Digest of the Press," published by the War Trade Board, Feb.-Mar. 1919; clippings relating to shipping (file No. 106 from the series described in entry 20), May 1918-Mar. 1919; unmounted clippings relating to port facilities, Nov.-Dec. 1919; clippings from newspapers and periodicals relating to port facilities, grouped according to subject, 1910-19, with a list of subjects in the first folder; and clippings mounted and in looseleaf binders relating to general shipping matters and to the movement of particular commodities, 1919-20. Arranged by group as listed and thereunder chronologically.

RECORDS REGARDING THE COST OF CARGO HANDLING. Oct. 1918-June 1919. 1 ft. 29

Correspondence, questionnaires, reports, newspaper clippings, charts, and statistical tables, relating to the cost and materials involved in cargo handling at United States ports. J. W. Van Harlingen was engaged as a "Special Expert" from Nov. 1918 to Apr. 1919 to study the relative costs of cargo handling as between different commodities, ports, and methods of handling. He was stationed in New York City where he made personal contact with the railroad and steamship companies and corresponded with authorities at other ports. Arranged alphabetically by name of company, port, or subject.

QUESTIONNAIRES REGARDING AMERICAN PORTS. Nov. 1918-June 1919. 3 ft. 30

The questionnaires were sent to mayors, port authorities, chambers of commerce, shipping companies, and railroads by the statistician of the Port and Harbor Facilities Commission. With them are related correspondence, charts, and tables, relating to port, coaling, fuel-oil, berthing, and repair facilities at United States ports. Arranged by subject as listed and thereunder alphabetically by name of port.

RECORDS OF THE INTER-REGIONAL TRAFFIC COMMITTEE. Jan.-June 1918. 1 ft. 31

This Committee, established as a part of the United States Railroad Administration, was composed of B. L. Winchell, G. F. Randolph, and T. C. Powell. It was assisted by a statistical staff under J. F. Love, formerly head of the Bureau of Traffic Research of the Union Pacific Railroad System.



The Committee studied traffic movements in an effort to obtain a more efficient distribution of traffic and to relieve pressure on the more congested ports. The Committee's records were taken over by the Port and Harbor Facilities Commission in June 1918 and Mr. Love became statistician for the Commission. The records in this series consist of the following: (1) administrative records of the Port Facilities Commission; (2) correspondence of Mr. Love; (3) copies of reports of the Committee on Terminal Port Facilities on the Atlantic Coast Seaboard (a committee of the National Defense Council), July 1917-Jan. 1918; (4) general records of the Inter-Regional Traffic Committee; and (5) miscellaneous correspondence and reports. Arranged in groups as listed; thereunder the first three groups are arranged chronologically; the fourth numerically, preceded by an alphabetical subject list; and the fifth, unarranged.

LIBRARY CATALOG CARDS. 1918-20. 1 ft.

32

Serve as indexes to books, pamphlets, and magazine articles relating to port facilities. Some or all of the following information is given on each card: author, title, subject, name of publisher, and place and date of publication. In three groups, each arranged alphabetically by name of author, subject, or title.

FOREIGN PORT SURVEY. 1925-29. 4 ft.

33

Mr. Harford of the Shipping Board's Bureau of Research conducted a survey of charges and regulations at foreign ports. The survey reports are in general arranged alphabetically by name of port or region. See also entry 34.

REPORTS ON FACILITIES OF FOREIGN PORTS. 1929-30. 7 ft.

34

Reports received from commercial attachés, trade commissioners, and consuls, dealing with the facilities of foreign ports. E. P. Cotter of the Shipping Board's Bureau of Operations furnished the Bureau of Foreign and Domestic Commerce and the State Department with the types of questions to which answers were desired, and their foreign officers made special reports covering such subjects as berthing, docking and repair facilities, charges and regulations, and fueling facilities. Arranged alphabetically by name of country and thereunder by name of port.

#### RECORDS RELATING TO PLANNING AND STATISTICAL WORK

For the period 1917-19 there are remnants of the once extensive body of records accumulated by the Planning and Statistics Division and described in Leland and Mereness, Introduction to the American Official Sources for the Economic and Social History of the World War (New Haven, 1926), p.290-307. The Division as such had its origin in the appointment on December 26, 1917, of Edward F. Gay, dean of the Harvard Graduate School of Business Administration, to "take charge of priorities work in connection with exports and imports." He first had to coordinate the activities of the various departments interested in controlling the allocation of shipping. To this end it was decided to establish a control organization as part of



the Shipping Board, to be headed by Mr. Gay, who would also be a member of the War Trade Board. By resolution of the Shipping Board on February 11, 1918, a Division of Planning and Statistics was created with Mr. Gay as its Director. Its work was mainly concerned with commodities and ships, and with planning for more effective coordination between the two. To accomplish this coordination the Division collected and compiled information on many subjects, including current and past imports and exports, trade restrictions of other countries and their effects, tonnage needs of other countries, port facilities and oil- and coal-bunkering facilities on a worldwide basis, trade routes, the number and types of vessels in service, losses and acquisitions of ships, daily movements of vessels, and the relation of the shipping situation to the proposed military program. Recommendations were made to the War Trade Board as to what commodities were considered necessary, and information was given to the Shipping Control and the Chartering Committees for use in allocating vessels to routes and cargoes.

In June 1918 Mr. Gay was also appointed head of a Division of Planning and Statistics of the War Industries Board and at about the same time was made head of a Central Bureau of Planning and Statistics. After September 15, 1918, his salary was paid by the War Industries Board but he continued to head the Shipping Board Division. This Division was terminated on August 31, 1919, but some of its work was carried on by the Intelligence Section of the Fleet Corporation's Division of Operations. This Section, also known as the Department of Ship Intelligence, was abolished on February 1, 1920, and most of its functions and some of its records were taken over by the Central Records and Information Bureau of the Division of Operations (see entries 486-507).

For the period 1924-36 the Bureau of Research, which was under the general supervision of one or another of the Shipping Board's Commissioners, dealt with general shipping research and statistics, compiled and issued reports, prepared exhibits, and answered inquiries about current shipping and shipping in the past. During most of this period Alfred Haag was Director. The assembling and compiling of cargo, mail, and passenger reports that was carried on by this Bureau was continued by the Maritime Commission and the reports are with the records of that agency (in Record Group 178). Some of the records of the Committee on Mineral Imports and Exports (organized within the Division of Planning and Statistics) and of the mineral experts of the Shipping Board are now a part of the records of the Bureau of Mines in the National Archives (Record Group 70).

#### Records of the Division of Planning and Statistics

GENERAL RECORDS. Nov. 1917-July 1919. 3 ft.

35

Correspondence, charts, notes, memoranda, reports, maps, and printed and processed pamphlets and brochures, relating to all phases of wartime shipping. These records are the remains of the Division's general file. About 1930 the records in that file were weeded out with little regard for their historical value, with the result that much of what remains is



fragmentary, although still useful. Arranged according to a decimal classification scheme, most of which is reproduced in Leland and Mereness, American Official Sources, p. 291-307. An alphabetical card index to these records is described in entry 36. A list of file numbers of folders remaining in the series precedes the records.

CARD INDEX. Nov. 1917-July 1919. 28 ft.

36

These cards, 3" x 5", index the general file as it was before the "weeding out" described in entry 35. Each card contains a brief of the contents of the record, the date, the title and name of correspondent, and the classification number. Because so few of the records indexed are available these index cards are more useful than is ordinarily the case. They are arranged alphabetically by name of correspondent or by subject.

STATISTICAL REPORTS. Apr. 1918-Nov. 1919. 6 ft.

37

Copies of reports compiled by the Division on shipbuilding, shipping, and trade. Arranged numerically and by date of compilation; some reports are missing. For similar reports of later dates see the reports described in entries 44 and 487.

MISCELLANEOUS REFERENCE MATERIALS. 1918-19. 9 in.

38

Reports, tables, charts, notes, and memoranda, relating to shipping, ports, and commodities. Of particular interest are a draft "Memorandum on the Organization and Functions of the Allied Maritime Transport Council," dated Aug. 25, 1918; a copy of a report by Alfred G. Smith to the War Trade Board on his special mission to Spain (May-Sept. 1918) to conduct shipping negotiations; a copy of a report by Grosvenor M. Jones on the ports of Peru; and a copy of a report to the Council of National Defense by J. E. Greiner on the Russian railway situation and the work of the American Railway Commission to Russia. The records are unarranged.

INDEX TO REPORTS AND STATISTICAL LISTS. 1916-19. 8 in.

39

Cards, 3" x 5", that index reports and correspondence of the Division. Most of the records to which the cards refer have not been located. Each card gives the title of the report or other record. The first group of cards refers to reports and lists containing statistical data on commodities, the second to reports and memoranda relating to general shipping information, and the third to reports concerning statistical data on minerals. Within each group the cards are arranged alphabetically, by name of commodity, by subject, or by name of mineral.

RECORDS OF THE SECRETARY OF THE COMMITTEE ON MANNING THE MERCHANT MARINE.

July-Nov. 1918. 3 in.

40

A three-member committee, the secretary of which reported to the Division Director, was appointed on July 24, 1918, to study future requirements as to crews and officers for American merchant vessels, the number of men in process of being trained, and the working and living conditions on American ships. George Nichols was Chairman of the Committee and W. C. Ewing secretary. The records in this series are Mr. Ewing's office files, including correspondence and reports, pertaining to the work of the Committee. Arranged



alphabetically by subject or name of correspondent.

Records of the Bureau of Research

RECORDS OF THE FIELD INFORMATION DIVISION. 1921-22. 59 ft. 41

Consist mainly of the office files of John Nicolson, head of the Division during its existence. On April 15, 1921, the Division was created to perform such duties of the Shipping Board under the Shipping Act of 1916 and the Merchant Marine Act of 1920 as bore directly on augmenting and developing a privately owned and operated merchant marine. Among these duties were the investigation of foreign discrimination and unfair competition against American ships; investigations of the commercial and economic aspects of port development; inquiries concerning new trade routes and services for privately operated ships; maintenance of records on the status and relations of companies engaged in the shipping business; and the dissemination of information among those companies. In June 1922 the consolidation of the Division with the Bureau of Research was completed. The records in this series are in several groups as follows: (1) correspondence and reports relating to foreign discrimination, (2) reports relating to port facilities and regulations, (3) questionnaires and related correspondence concerning shipping companies, and (4) reports relating to an intercoastal shipping conference held in August 1922 and to new trade routes and services. Within each group the records are arranged alphabetically by name of company, port, or subject.

RECORDS OF JOHN NICOLSON. 1922-28. 57 ft. 42

These records are for the period after Mr. Nicolson had been head of the Division of Field Information, but while he was associated with the Shipping Board in various research capacities. They consist of correspondence and reports relating to the construction loan fund, preferential treaties and ocean trade routes, tax exemption plans, plans and specifications for the reconversion of vessels from steam to diesel propulsion, general correspondence concerning diesel conversion programs, and correspondence relating to shipping conferences and agreements. Arranged in groups as listed and thereunder according to a subject-numeric system, a key to which is at the beginning of the series.

GENERAL CORRESPONDENCE OF THE BUREAU OF RESEARCH. 1924-36. 35 ft. 43

Relates to the work of the Bureau in compiling shipping statistics, arranging exhibits, and answering inquiries concerning general shipping matters. The correspondence is in four parts, one part arranged alphabetically by subject; one alphabetically by name of Government agency, with a subgroup relating to inquiries from Members of Congress; one alphabetically by name of place where maritime exhibits were located or maintained; and one alphabetically by name of person, university, institution, and chamber of commerce making the general shipping inquiries.

REPORTS. 1924-36. 8 ft. 44

Reports, in many cases issued in regular series such as "Waterborne Commerce of the United States," relating to general shipping statistics.



Arranged numerically and thereunder, in the case of serials, chronologically. Similar reports of earlier and later dates are described in entries 37 and 487, respectively. The cargo, mail, and passenger reports on which some of the reports are based are with the records of the Maritime Commission, in the National Archives. See also entry 507.

CARTOGRAPHIC RECORDS. 1914-31. 6 in.

44a

Maps of the world showing American Flag services in foreign and noncontiguous trade for the years 1914, 1928, 1930, and 1931; distances between ports and Shipping Board fuel oil stations, 1920; and merchant marine services by routes and names of lines, 1926.

#### RECORDS PERTAINING TO INDUSTRIAL RELATIONS

Problems relating to shipbuilding workers were handled for the Shipping Board by the Industrial Relations Division of the Fleet Corporation until November 1919 and by the closely related but independent Shipbuilding Labor Adjustment Board. Records of the Division and the Board are described in entries 346-370 and 371-381, respectively. Problems relating to the various classes of marine and dock labor were managed directly by the Shipping Board, at first by the Commissioners themselves, later by a special staff with the cooperation of semi-independent adjustment agencies, and from about 1921 until 1933 by one or another of the Board Commissioners.

Under the leadership of Raymond B. Stevens, a member of the Shipping Board, the Board held conferences in May and August 1917 with representatives of the International Seamen's Union and the Atlantic and Gulf coast ship operators that resulted in the adoption of the "Atlantic Agreement." This agreement provided for a stated wage scale and other benefits for seamen. Records relating to this agreement and its revisions are among the general correspondence of the Shipping Board described in entry 7.

To administer its relations with two other groups of marine labor, the longshoremen and the harbor craft workers, the Shipping Board sponsored the establishment of two more or less independent agencies. The first of these, the National Adjustment Commission, was established in August 1917 to adjust and control the wages, hours, and conditions of labor in "the loading and unloading of vessels." The Commission was composed of representatives of the Shipping Board, the War and Labor Departments, the American Federation of Labor, the International Longshoremen's Association, and the principal Atlantic and Gulf coast ship operators. At first its jurisdiction was confined to the Atlantic and Gulf coast areas, but this was later extended to the Great Lakes and the Pacific coast. Local adjustment boards were established in each important port. The Commission maintained the closest possible relations with the Shipping Board, whose representative always served as Chairman; in practice the Commission was almost a part of the Board's industrial relations unit. Most of its appropriations came from the Shipping Board and, after its abolition in 1920, its records were taken over by the Board.



The second independent agency established was the New York Harbor Wage Adjustment Board, created in October 1917 (reorganized in May and June 1918) to regulate wages, hours, and working conditions on tugs, lighters, barges, ferries, and other harbor craft. The Board was composed of representatives of the harbor craft unions, the ship operators, and the Shipping Board. The Shipping Board representative was Chairman. The New York Board ceased to function early in 1919.

The formation of a special staff in the Shipping Board offices for handling labor questions was begun in September 1917 when Robert P. Bass, formerly Governor of New Hampshire, was appointed to represent the Board. He was appointed labor expert to the Board on November 12, 1917, and began to set up a staff which, on September 19, 1918, was formally established as the Marine and Dock Industrial Relations Division. The Division maintained an office for research and reporting, collaborated closely with the National Adjustment Commission, acted as conciliators or arbitrators in labor disputes, and sponsored or took part in such meetings as the Marine Conference held in May 1918 and the Joint Shipping Industrial Conference held in June 1919 to arrive at agreements between labor and employer groups.

On November 20, 1919, industrial relations for shipbuilding were merged with the Marine and Dock Industrial Relations Division and the first three words were dropped from its title. The number of staff members and activities decreased and the Division devoted most of its time to research and reporting on labor conditions and problems. On August 9, 1921, the Division was placed under the direct jurisdiction of T. V. O'Connor, a Shipping Board member and former president of the International Longshoremen's Association. Thereafter most of the records relating to labor matters are among records maintained by Mr. O'Connor or the general correspondence of the Shipping Board (see entries 7 and 13).

#### Records of the National Adjustment Commission

MINUTES OF MEETINGS. 1917-20. 5 in.

45

Arranged chronologically. There are some gaps.

GENERAL RECORDS. 1918-20. 6 ft.

46

Correspondence, memoranda, notes, charts, and statistical tables, relating to the work of the Commission, its organization, and its termination. Copies of its annual reports for 1920 are included. Arranged alphabetically by subject, name of port, or name of correspondent, with a small group of records relating to office organization at the beginning of the series. See also the records of the Marine and Dock Industrial Relations Division described in entry 54.

ADJUSTMENT CASE FILES. 1917-19. 4 ft.

47

Are for cases relating to settlements or hearings for settlement of longshore labor matters. The case files, extending only to Sept. 23, 1919, contain correspondence, minutes of hearings, and copies of settlement awards. Arranged alphabetically by name of port.



TRANSCRIPTS OF HEARINGS IN ADJUSTMENT CASES. 1918-19. 4 ft. 48

Copies of stenographic transcripts of hearings in various cases before the Commission or its local boards. Arranged by district (North Atlantic, Gulf, Great Lakes, and Pacific) and thereunder alphabetically by name of port.

COPIES OF AWARDS. 1918-19. 2 ft. 49

The awards were copies of the settlements as officially approved by the Commission. Arranged according to a chronologic-numeric scheme.

REFERENCE MATERIALS. 1918-20. 1 ft. 50

Copies of reports of the Marine and Dock Industrial Relations Division (later the Industrial Relations Division), printed material relating to labor disputes and wage scales, and reports of the New York Harbor Wage Adjustment Board. Unarranged.

Records of the New York Harbor Wage Adjustment Board

MINUTES OF MEETINGS. 1917-19. 5 in. 51

The minutes are incomplete; with them are some clippings relating to the Board. Arranged chronologically.

GENERAL CORRESPONDENCE. 1917-19. 2 ft. 52

Correspondence, including some notes, reports, and memoranda, relating to the administration and work of the Board. Arranged alphabetically by subject or name of correspondent. See also the records of the Marine and Dock Industrial Relations Division described in entry 54.

RECORDS RELATING TO WAGE DISPUTES. 1918-19. 2 ft. 53

Consist of copies of agreements and transcripts of hearings, each group arranged chronologically. Other material pertaining to the settlement of a given dispute may be among the records described in entry 52.

Records of the Marine and Dock Industrial Relations Division

GENERAL RECORDS. Aug. 1917-Sept. 1920. 2 ft. 54

Correspondence, reports, notes, memoranda, and informational materials, pertaining to wages, hours, and conditions of labor of marine, dock, and shipyard workers; to labor controversies and labor administration; and to the administration of the offices of the Division, the National Adjustment Commission, and the local adjustment boards. Included are reports of the Division as of Dec. 31, 1918, and of the Acting Director of Aug. 1, 1919, together with informational material and work papers used in their preparation by Horace P. Drury; and memoranda concerning the Division prepared for Mr. Stevens, a member of the Shipping Board. The series is in two main parts as follows: (1) grouped as general, construction and repair yards, district or field, local, marine labor, organization and administration, and "data," and arranged thereunder by subject; and (2) arranged alphabetically by name of correspondent, company, or subject. A list of subject



titles for the first part of the series precedes the records and the "data" subject headings are listed in Leland and Mereness, American Official Sources, p. 289. An index to the marine labor group of records is described in entry 55.

INDEX TO MARINE LABOR RECORDS. 1918-20. 1 ft. 55

Cards, 3" x 5", on which are noted the subjects of the cases in some detail and references to files on the cases in the marine labor records in the first group of records described in entry 54. Arranged alphabetically by subject.

RECORDS OF THE MARINE CONFERENCE. Feb.-July 1918. 1 ft. 56

Correspondence, reports, notes, and memoranda, pertaining to the Conference, its preliminary studies, and its negotiations, together with copies of the wage scales that resulted from it. The Conference of ship owners and employees was called by the Shipping Board and met in Washington, D.C., between Apr. 29 and May 4, 1918, to discuss any questions affecting the supply of, wages paid to, living conditions of, and efficiency of marine labor. As a result of the Conference both shipowners and seamen of the Atlantic and Gulf coasts agreed to accept wage standards to be determined by the Shipping Board. The records are arranged alphabetically by subject.

TRANSCRIPTS OF HEARINGS. Nov. 1917-Dec. 1919. 2 ft. 57

Processed or typed copies of minutes of hearings held before the Marine Conference, the National Adjustment Commission, the Shipping Board, and congressional committees. The hearings related to wireless operators, cooks and stewards, licensed officers on tugs and towboats, and Great Lakes seamen and officers. Arranged as at large, Atlantic and Gulf, Great Lakes, and miscellaneous, and thereunder chronologically.

AWARDS AND AGREEMENTS. Sept. 1917-Feb. 1922. 3 ft. 58

Mainly copies of awards or decisions made by the Shipping Board, the National Adjustment Commission, and local adjustment commissions; and private agreements between employer and employee groups. Included also are some press releases and announcements pertaining to the role played by the Shipping Board and other Federal agencies in labor relations; copies of interpretations and decisions made by the National Adjustment Commission, with form summary sheets showing the parties involved; and cards summarizing briefly the interpretations of the Shipping Board, its Industrial Relations Division, and the National Adjustment Commission. Arranged chronologically except for the summary cards and the copies of awards made by the Commission, which are arranged alphabetically.

REFERENCE MATERIAL RELATING TO PIECE-WORK RATES ON THE PACIFIC COAST. 1917-21. 7 in. 59

Correspondence, reports, notes, and memoranda, relating to piece-work rates paid in Pacific coast shipyards and to the part played by the Shipping Board in the long negotiations concerning those rates and the claims based on them. Arranged chronologically.



RECORDS OF J. C. JENKINS. July 1, 1919-Mar. 1, 1920. 1 ft. 60

Mainly copies of outgoing correspondence from Mr. Jenkin's office relating to industrial and labor relations, but including also some newspaper clippings on labor matters. Mr. Jenkins was staff assistant in charge of industrial relations in the office of one of the Vice Presidents of the Emergency Fleet Corporation, and became Assistant to the Director of the Division of Marine and Dock Industrial Relations. His records are arranged chronologically.

RECORDS PERTAINING TO LEGAL MATTERS, INCLUDING CLAIMS

During the World War I period the Shipping Board, through its Office of General Counsel, handled many of the legal matters relating to the requisitioning, seizing, chartering, and operation of vessels and some matters relating to the cancellation or renegotiation of shipbuilding contracts or to claims arising from those actions. The General Counsel of the Board was also the General Counsel of the Fleet Corporation, but matters relating to shipbuilding contracts and wage claims were generally handled through the Legal Division of the Fleet Corporation (see entries 341-343). After September 1921 the Office of the General Counsel was under the Bureau of Law, which in turn was under the general supervision of one of the Shipping Board Commissioners. Most of the records described below are those accumulated by lawyers, the reports and memoranda of the Legal Division after 1921, and the files assembled for use by the General Counsel in litigated cases from 1917 to 1935. The series of closed litigation case files was continued by the Maritime Commission in a single numbered series and is a part of the records of that agency.

RECORDS OF E. K. CRITTENDEN. 1918-19. 7 ft. 61

Office files of Mr. Crittenden, a lawyer who handled the renegotiation and settlement of shipbuilding contracts, 1918-19. His records consist of correspondence, reports, copies of actions recommended, and copies of reports on the progress of contracts. Arranged alphabetically by name of shipbuilding company,

RECORDS OF MILES M. DAWSON. 1918-19. 3 ft. 62

Office files of Mr. Dawson, an attorney-examiner who investigated the progress of shipbuilding contracts, consisting of correspondence and reports. Arranged alphabetically by name of shipbuilding company.

RECORDS OF R. S. H. DYER. 1919-20. 9 ft. 63

Office files of Mr. Dyer, an Assistant General Counsel during 1919 and 1920, relating primarily to contracts for drydocks, cancellations of such contracts, claims arising out of such cancellations, and general contract cancellations. The records are in two groups, the first arranged alphabetically by name of drydock or marine railway company, and the second alphabetically by name of company or subject.

RECORDS OF R. A. DEAN. 1919-21. 5 ft. 64

Office files of Mr. Dean, an Assistant General Counsel, consisting of correspondence, reports, and other papers, relating to insurance claims



and general legislation affecting the Shipping Board. Some of the records relate to the Merchant Marine Act of June 5, 1920. Arranged alphabetically by subject.

RECORDS OF JOHN A. BECK AND LINCOLN R. CLARK. 1920-21. 1 ft. 65

Correspondence of Mr. Beck and Mr. Clark, Assistant General Counsels, relating mainly to claims against the Shipping Board. Arranged alphabetically by name of correspondent or by subject.

RECORDS OF TILDEN ADAMSON. 1919-24. 16 ft. 66

Office files of Mr. Adamson, at first a special assistant to the Comptroller and later in charge of claims in the Office of the General Counsel. His records consist of correspondence and reports relating to claims against the Shipping Board, particularly those brought by operating companies. In three groups, the first arranged alphabetically by name of correspondent, the second alphabetically by subject, and the third chronologically.

RECORDS OF NORMAN BEECHER. 1923. 6 ft. 67

Office files of Mr. Beecher, General Counsel from Feb. to July 1923, consisting of correspondence, reports, and reference materials relating to legal matters before the Board during this period. Arranged alphabetically by subject.

RECORDS OF JAMES TALBERT. 1921-25. 2 ft. 68

Office files of Mr. Talbert, an attorney, consisting of correspondence and reports relating to claims and to pending legislation that would affect the merchant marine. Arranged alphabetically by subject. See also entries 69 and 73.

RECORDS RELATING TO THE CONGRESSIONAL INVESTIGATION OF THE SHIPPING BOARD.

Mar. 29, 1924-Feb. 15, 1925. 20 ft. 69

Mainly records assembled by James Talbert in answer to questions asked by a select committee of Congress appointed to investigate the Shipping Board and its Emergency Fleet Corporation, but including also verbatim copies of the committee hearings and a separate group of correspondence. The records relating to the questions are arranged numerically by question number, 1-7090, and are preceded by a guide to the question numbers and by the correspondence. The correspondence is arranged chronologically.

RECORDS OF T. H. MADIGAN. 1924-33. 17 ft. 70

Office files of Mr. Madigan, an Assistant General Counsel, consisting of correspondence and reports relating to claims, pending legislation, and other legal matters. Arranged alphabetically by subject. See also entry 73.

RECORDS OF O. P. M. BROWN. 1929-33. 11 ft. 71

Office files of Mr. Brown, an Assistant General Counsel, consisting of correspondence and reports relating to claims, general legal matters, and wage disputes. Arranged alphabetically by subject or name of person.



RECORDS OF CHAUNCEY G. PARKER. 1925-33. 108 ft. 71a

Office files of Mr. Parker, General Counsel, consisting of letters and reports received relating to claims, general legal matters involving both ordinary lawsuits and suits in admiralty, and wage disputes. Arranged numerically, 1-6972. An index to these records is described in entry 72.

INDEX TO RECORDS OF CHAUNCEY G. PARKER. 1925-33. 6 ft. 72

Index, on 3" x 5" cards, to the records of Mr. Parker that are described in the entry above. Each card contains the number of the document, a brief of the letter or report received, its title, the date, and the name of the person from whom it was received. Arranged alphabetically by name of company, correspondent, or subject.

RECORDS RELATING TO NEW LEGISLATION AND RESOLUTIONS. 1921-35. 45 ft. 73

Copies of bills relating to the merchant marine, with comments in the form of reports by James Talbert or T. H. Madigan. Arranged by Congress, 67th through 74th; the House bills and resolutions are first, followed by those of the Senate, and then by comment, if any. At the end of the series are copies of Shipping Board and Shipping Board Bureau resolutions, 1931-35, arranged numerically.

DECISIONS AND OPINIONS. 1917-35. 24 ft. 74

Copies of opinions given by attorneys and counsel for the Shipping Board and its Emergency Fleet Corporation and of decisions made by State and Federal courts that involved maritime matters and cases. The attorneys' opinions and decisions are arranged chronologically; the court decisions are arranged alphabetically by name of defendant.

RECORDS RELATING TO LITIGATED CASES. 1918-33. 40 ft. 75

Correspondence, reports, working papers, and informational material, relating to cases involving claims, reimbursement, and the like that were brought to litigation by the Shipping Board or private companies. Among the cases to which the records relate are those for the Green Star Corp., Skinner and Eddy Co. (see also entry 132), and the U. S. Transport Co. Records relating to the Bethlehem Steel Corp. case are described in entry 131. The series of closed litigation case files was continued by the Maritime Commission and for the period 1917-47 is in the National Archives as a part of Record Group 178.

CONTRACTS FOR WOODEN VESSELS. 1919-21. 2 ft. 76

Copies of contracts for the construction of wooden vessels, assembled by the Legal Department as background for suits arising from cancellations of contracts or from too high costs. Arranged numerically by contract number.

RECORDS RELATING TO OPERATING CONTRACTS. 1927-33. 5 ft. 77

Correspondence, reports, memoranda, and informational material, relating to the legal aspects of Shipping Board contracts with agents for or operators of vessels. Arranged alphabetically by name of steamship company.



RECORDS OF THE ADMIRALTY DIVISION, NEW YORK. Oct. 14, 1919-Mar. 10, 1920.  
2 ft. 78

Correspondence relating to various admiralty cases handled by the Division, which was the main office for such work at the time. Arranged chronologically.

RECORDS OF THE ADMIRALTY DIVISION, WASHINGTON, D.C. 1921-33. 10 ft. 79

Correspondence, reports, memoranda, and informational material, relating to such admiralty matters as collisions, strandings, wrecks, damages on account of storms, salvage, and insurance handled by the admiralty lawyers for the Shipping Board. Arranged alphabetically by subject.

RECORDS RELATING TO THE CODIFICATION OF THE NAVIGATION LAWS. 1920-29.

7 ft. 80

By authority of section 12 of the Shipping Act of 1916, the Shipping Board was to examine the navigation laws of the United States and make recommendations for their revision or improvement. A committee was appointed in 1919 to consider these laws and advise as to what changes should be made. On Mar. 5 and 12, 1920, the committee filed preliminary reports and on Apr. 5 and May 12 submitted a final report recommending the redrafting and codification of the navigation laws and some specific changes. During the period 1920-29 the whole body of laws was analyzed and classified; and preliminary drafts of many sections of the laws were drawn, revised, and redrawn. The work was, however, never completed. The records in this series consist of the 1920 committee's final report; drafts of many sections of the revised laws, together with related correspondence and comments thereon by shipping interests, labor organizations, and other interested parties; and correspondence of J. S. Woodruff relating to efforts in 1928 and 1929 to get the drafts into final shape. Mr. Woodruff's correspondence is arranged according to a subject-numeric scheme to which there is a key at the beginning; the other records are unarranged.

#### Records Relating to Ocean-Mail Contracts

Because of the interest in foreign ocean-mail contracts caused by the Senate investigation led by Sen. Hugo L. Black that began in 1933 and the cancellations of such contracts after extensive hearings by Postmaster General Farley in 1934, records relating to the subject that had been accumulated by the legal and other departments of the Shipping Board, the Shipping Board Bureau, and the Merchant Fleet Corporation were brought together and are described below.

AGREEMENTS AND SETTLEMENTS RELATING TO OCEAN-MAIL CONTRACTS. 1928-33.

10 ft. 81

Copies in mimeographed, printed, or typewritten form, with some related correspondence. Arranged alphabetically by name of steamship company.

RECORDS OF MR. O'CONNOR. 1928-31. 4 ft. 82

These records relating to ocean-mail contracts were accumulated by T. V. O'Connor as Chairman of the Shipping Board and include some longshore



and marine wage scales. Arranged by subject or name of company.

RECORDS OF THE INTERDEPARTMENTAL SUBCOMMITTEE ON OCEAN-MAIL CONTRACTS.

May 28, 1929-Jan. 27, 1933. 10 ft.

83

An interdepartmental committee on ocean mail, composed of representatives of the Commerce, Post Office, and Navy Departments and the United States Shipping Board, was appointed by President Hoover on Apr. 26, 1929. The most active subcommittee was that on ocean-mail contracts and subcontracts. The records in this series consist of an incomplete set of the minutes of meetings of that subcommittee and copies of stenographic reports of proceedings and hearings. The minutes are arranged chronologically; the proceedings and hearings, alphabetically by name of company holding the contract, in three groups.

RECORDS RELATING TO THE SPECIAL SENATE COMMITTEE INVESTIGATING OCEAN-MAIL CONTRACTS. 1933-34. 7 ft.

84

Correspondence, work papers, and statistical material assembled by staff members of the Shipping Board and the Shipping Board Bureau relating to questions about the letting of ocean-mail contracts that were asked by the Senate Committee under the chairmanship of Senator Black. Arranged alphabetically by name of company holding the contract.

REPORT RELATING TO THE BLACK COMMITTEE INVESTIGATION. 1935. 2 ft.

85

Mr. Peacock, Director of the Shipping Board Bureau, appointed a special committee to consider the implications of the Black Committee's investigation as they affected the Bureau. This series consists of the typed copy of the committee's report, made in July 1935, together with related correspondence and some work papers. Arranged as described.

RECORDS RELATING TO THE HEARINGS REGARDING CANCELLATION OF OCEAN-MAIL CONTRACTS. 1934-35. 10 ft.

86

As a result of the Black Committee's investigation and for other reasons, hearings were held during 1934 and the early part of 1935 before the Postmaster General to determine whether or not the existing ocean-mail contracts should be canceled. These records consist of transcribed stenographic reports of the hearings, typed and bound in volumes. Arranged alphabetically by name of company holding the particular contract for which there was a hearing.

RECORDS OF THE BUREAU OF REGULATIONS

A Division of Regulation was created by the Shipping Board as early as May 1917 as its agency for enforcing the regulatory provisions of the Shipping Act of 1916. By this act the Board was "to regulate carriers by water engaged in the foreign and interstate commerce of the United States." The Division drafted regulations to govern the posting, publication, and filing of rates by interstate commerce carriers and the filing of traffic contracts and agreements by both domestic and foreign carriers. If shippers felt that rates were unreasonable or excessive they could make a formal complaint, after which hearings were held and the Board, on the basis



of the facts, could order the rates changed. The Division analyzed conference agreements and freight or passenger tariffs, determined from questionnaires sent to shipping companies which companies came within the meaning of the act, and held hearings on deferred rebates and the use of American vessels in the coastwise trade. The Division came under the cognizance of the Shipping Board's Bureau of Regulations in November 1921 and so remained until the Board was terminated in August 1933. Thereafter, until the creation of the Maritime Commission in October 1936, it was under the general jurisdiction of the Director of the Shipping Board Bureau and the Secretary of Commerce. Formal dockets, which contain transcripts of hearings and copies of related agreements, tariffs, and regulations, were continued with little change into the time of the Maritime Commission and are a part of Record Group 178. Other records that did not have long-term administrative value but that do have historical value are described below.

GENERAL CORRESPONDENCE. 1917-33. 27 ft.

87

Relates to tariffs, general information, general inquiries as to the conduct and results of hearings, and the general work of the Division and Bureau of Regulations. Arranged according to a subject-numeric scheme, a key to which is at the beginning of the series.

REFERENCE MATERIALS. 1917-36. 15 ft.

88

Copies of reports and correspondence, pamphlets, and printed material, relating to hearings, conferences and agreements, port regulations, and tariffs. In several groups as follows: (1) "data file," containing correspondence and reports relating to suggestions for changes in hearing practices and general inquiries, arranged alphabetically by subject; (2) port regulations, arranged by number of the "Port Series" issued by the War Department's Board of Engineers for Rivers and Harbors; and (3) a miscellaneous group of records relating to conferences on "the safety of life at sea" and the revision of the navigation laws, unarranged.

RECORDS OF THE BUREAU OF FINANCE

The Bureau began in 1924 to have general jurisdiction over the various funds and accounts of the Shipping Board. To the Bureau came, in due course, record copies of building, insurance, and operating contracts, mortgages, leases, and bills and contracts for the sale of vessels, docks, wharves, equipment, real estate, and housing facilities. The Bureau continued its general work until after the creation of the Maritime Commission in October 1936. Records of the type mentioned above for property owned by the Commission after that date are a part of Record Group 178. Earlier records are described below.

LEGAL DOCUMENTS. 1917-36. 255 ft.

89

For the most part these documents were collected by J. W. Barnet and were known as the "Barnet Files" or the "Barnet Contract Files." For shipyards there are copies of contracts and subcontracts, title papers, supplemental agreements and releases, reinstatements and adjustments,



leases, surety bonds, and mortgages. For vessels built after 1920 there are copies of bills of sale, ships' documents, mortgages and releases, construction loan-fund agreements, bonds, notes and articles of agreement for advances of moneys under the loan fund, certificates of delivery of completed vessels, affidavits as to use of vessels in foreign trade, managing and operating agreements, and affidavits of transfer of vessels' documents of registry. For major shore installations such as marine railways and drydocks there are right-of-way agreements, corporate papers, insurance papers, and surety bonds. In a few cases where the vessel, installation, or housing was not disposed of until 1937, the records extend to that date. For the United States Lines, which operated the large passenger liners and some combination freight and passenger vessels of the Emergency (Merchant) Fleet Corporation from late 1921 to early 1929, there are copies of subleases and agreements for berthing, office space in Europe and elsewhere, and piers and wharves. Arranged in general alphabetically by name of contracting organization. For the building period 1918-21 there is a small separate group (15 ft.) of contracts, not assembled by Mr. Barnet, for the construction of ships. They are near the end of the series, arranged numerically, and are followed by contracts for drydocks, machinery installations, and marine railways and by records of cancellations.

RECORDS RELATING TO JOINT FINANCIAL ACCOUNTS. 1933-36. 12 ft. 90

Mainly correspondence and reports concerning steamship operating companies having joint accounts (those companies that had both construction and operational differentials and that shared profits with the Shipping Board Bureau). Included are releases and transfers and auditors' weekly reports on the American Line Steamship Co., the American Tankers Corp., the Export Steamship Corp., the Tacoma Oriental Co., the Munson Steamship Line, the Baltimore Mail Line, and the Dollar Steamship Lines, Inc., Ltd. Also included are some copies of minutes of meetings of the Shipping Board Bureau's Committee on Finance, 1933-36, correspondence regarding the construction loan fund and various companies, 1922-36, and insurance-waiver correspondence, 1933-36. The records relating to the joint accounts and the last two small lots of correspondence are arranged alphabetically by name of company; the minutes are arranged chronologically.

RECORDS OF W. B. CASTONGUAY. 1928-33. 3 ft. 91

Office files of Mr. Castonguay, a lawyer in the Bureau of Finance, consisting mainly of reports, with related correspondence, concerning managing agents' agreements, lump-sum profit-sharing plans, housing finance, banking deposits and accounts, trade studies, and lump-sum contracts. Arranged by subject as listed.

RECORDS OF THE UNITED STATES SHIPPING BOARD EMERGENCY FLEET CORPORATION

During World War I the chief instrumentality of the United States Shipping Board was the United States Shipping Board Emergency Fleet Corporation, a District of Columbia corporation formed by the Board on April 16, 1917. The purposes of the Corporation were the purchase, construction,



chartering, maintenance, and operation of merchant vessels for the United States. All stock in the Corporation except the qualifying shares of its trustees was held for the United States by the Shipping Board, members of which served as trustees of the Corporation until it was reorganized in 1921. During the war emergency period, 1917-22, the Corporation's powers to construct and operate ships were performed through two groups of administrative units. The divisions, sections, and branches that were concerned with the construction of ships are described in the inventory as comprising the Construction Organization; those concerned with the operation of ships, as comprising the Operations Organization. The Merchant Marine Act of June 5, 1920, changed and expanded the Shipping Board's powers but most of its functions relating to the maintenance, operation, and disposal of Shipping Board vessels continued to be handled for the Board by the Fleet Corporation. The latter was renamed the Merchant Fleet Corporation by an act of Congress of February 11, 1927.

When the Shipping Board was abolished by an Executive order of June 10, 1933, its functions with respect to the Fleet Corporation were transferred to the United States Shipping Board Bureau of the Department of Commerce. The Corporation itself was abolished as of October 26, 1936, and its few remaining functions and its records were taken over by the newly formed United States Maritime Commission.

The records of the Emergency (Merchant) Fleet Corporation are described in the following pages in three main groups: (1) general records, including minutes, records of the Ship Protection Committee, financial records, records relating to claims and investigations, and records of the American Marine Standards Committee; (2) records of the administrative units comprising the Construction Organization; and (3) records of the administrative units comprising the Operations Organization.

#### GENERAL RECORDS

DIE OF SEAL. n.d. 1 in.

92

A bronze die of the official seal of the Merchant Fleet Corporation, the successor of the Emergency Fleet Corporation. This seal was official from Feb. 11, 1927, the date Congress changed the name of the Corporation, until the Corporation was dissolved on Oct. 26, 1936.

RECORDS RELATING TO INCORPORATION AND STOCK. 1917-36. 3 in.

93

The certificate of incorporation of the United States Shipping Board Emergency Fleet Corporation, dated Apr. 16, 1917, with amendment thereto of Aug. 3, 1917, certified as recorded by the Recorder of Deeds of the District of Columbia, together with a receipt for the recorder's fee and the filing fee; the certificate of payment of capital stock, dated May 1, 1918, certified by the Recorder of Deeds, together with the receipt for recording; two books of stock certificates, numbered 1-107 and dated from 1917 to 1936 (each certificate had a par value of \$100 and was inscribed in the name of one or another of the trustees and canceled); a ledger of



waivers of stock certificates, Apr. 16-Dec. 28, 1917; and a ledger of stockholders, 1917-36, containing an alphabetical record of stockholders that shows the dates when they were assigned shares, the number and value of the shares, and the dates when the shares were transferred.

MINUTES OF THE BOARD OF TRUSTEES. Apr. 11, 1917-Oct. 25, 1936. 10 ft.

Signed and attested copies of the minutes of the Board of Trustees of the Fleet Corporation from its beginning to its termination. There are two sets of minutes, one set signed by the secretary, and the other with his signature typed in. The certificate of incorporation and the bylaws of the Corporation are pasted on the inside cover of volume I; stock transfers are also recorded in the volumes. Each set of minutes is arranged chronologically; each volume is indexed alphabetically by name of person, title of official, or company. 94

MINUTES OF THE COMMITTEE OF OPERATIONS. Sept. 28, 1918-June 30, 1920. 6 in. 95

Attested copies of the minutes of the Committee of Operations, which was created by the Corporation's Board of Trustees to operate and manage vessels. The Committee, composed of four members of the Board of Trustees and other persons, ceased to function as of June 30, 1920, as a result of a reorganization of the Shipping Board by the Merchant Marine Act of 1920. There are two sets of minutes, one signed by the secretary and the other with his signature typed in. Each set of minutes is arranged chronologically; in each volume is an alphabetical index by name of person, company, or vessel.

#### Records of the General Comptroller

Prior to the appointment of E. A. Abadie as General Comptroller for the entire Corporation on September 19, 1919, there were separate comptrollers for construction and for operations activities. Until November 1936 the accounting and auditing functions, first of the Corporation, then of the combined Shipping Board Bureau and Merchant Fleet Corporation, and then of the Maritime Commission, were centralized in the Department or the Office of the General Comptroller. In November 1936 its duties were delegated to the Finance Division of the Maritime Commission.

In the Construction Organization there had been a Committee on Financial Administration, a Finance Division, and an Auditing Division up to April 15, 1919; from that date until September 19, 1919, a Comptroller was in charge of the Finance Division. In the Operations Organization, an Office of the Comptroller was created as early as November 1, 1917. Both Comptrollers worked through district offices.

After the appointment of a General Comptroller for the entire Corporation there were Deputy Comptrollers for Construction and for Operations until January 1, 1922, when their functions were made part of an Administrative Division. Auditing functions were placed under a General



Auditor, also responsible to the head of the Administrative Division. This organization remained relatively stable, with gradually diminishing sections and offices, until 1934. On March 14 of that year an Office of General Comptroller, replacing the General Comptroller's Department, was established to perform all auditing and accounting work required by the United States Shipping Board Bureau and the Merchant Fleet Corporation. This Office continued functioning until after the creation of the Maritime Commission, but it was abolished on November 23, 1936. In a few instances some reports, begun before this date but not finished until 1937 or 1938, are included in the records described below. Most of the correspondence has been destroyed.

FINANCIAL AND STATISTICAL REPORTS. 1919-38. 163 ft. 96

Reports consisting of or relating to balance sheets, position of cash balances, reconciliation of accounts, statements of the Emergency (Merchant) Fleet Corporation and company operations, statements of liabilities and of expenses, statements of impressed funds, budgets, statistics on vessel operations and on exports (by company and by commodity), trade routes, and vessels lost or missing. These reports are the record copies kept by the Stenographic and Typing Section, and were long known as the "File Copy File." Arranged numerically, 2-17538. Indexes to the reports are described in entry 97. At the end of the series are a few extra copies of the reports and several ribbon copies of later reports, not indexed.

INDEXES TO FINANCIAL AND STATISTICAL REPORTS. 1919-36. 48 ft. 97

Indexes, on 3" x 5" cards, to the reports described in the previous entry. One index is arranged alphabetically by name of company, subject, or person. Another index, arranged numerically, is for reports up to October 1936. A third index, to the statements of assets and other reports that were made on a recurrent basis, is arranged chronologically.

RECORDS MAINTAINED BY E. H. ABADIE. 1917-22. 29 ft. 98

Mainly reports kept in the office of E. H. Abadie, Comptroller of Construction, 1918-Sept. 19, 1919, and General Comptroller for the entire Corporation, Sept. 19, 1919-Apr. 30, 1920. The series consists of reports made by public accountants on their investigations of various activities of the Office of the Comptroller of Construction and of district offices, statements of expenses and appropriations, organization charts, accounting manuals, reports of hearings before Congress, trial balances, and reports of employees. Arranged numerically by number assigned, roughly chronologically. No index has been located. A few of the reports duplicate those described in entry 96.

RECORDS RELATING TO GERMAN CLAIMS. 1917-30. 4 ft. 99

Chiefly reports of expenditures of the Emergency (Merchant) Fleet Corporation and the Navy Department, relating to repairs and services to German vessels that were seized during the war by the United States Government, together with related correspondence. Except for a small group of miscellaneous reports at the beginning, the records are arranged alphabetically by name of vessel.



RECORDS OF W. H. BROWN. 1917-37. 4 ft. 100

Mr. Brown was Assistant to the General Comptroller, 1919-37. His records consist mainly of personnel statements and financial reports, correspondence, exhibits, copies of minutes of meetings, and some records relating to the Black Committee investigation. Arranged alphabetically by name of company, person, or subject.

STATEMENTS OF ASSETS AND LIABILITIES. 1923-36. 4 ft. 101

Yearly reports or statements summarizing the assets and liabilities of the Shipping Board. Arranged chronologically.

RECORDS OF THE CREDIT MANAGER. 1918-22. 40 ft. 102

Mainly reports and correspondence maintained by the Credit Manager of the Comptroller's Office, concerning the credit and financial status of companies and contractors having construction or repair contracts with the Emergency Fleet Corporation. Also included are records relating to the financial status of foreign banks in which Emergency Fleet Corporation funds were deposited. Arranged alphabetically by name of company or contractor.

SHIP COST SUMMARIES. 1918-22. 12 ft. 103

Summary forms containing a general cost analysis of ships. They are in two groups, one arranged alphabetically by name of ship and the other alphabetically by name of company and thereunder by hull number.

#### Records of the Treasurer

The first Treasurer of the Emergency Fleet Corporation, chosen on April 17, 1917, was Raymond B. Stevens, who was also a Trustee of the Corporation. He was the officer accountable for all funds and securities of the Corporation and, together with the Comptroller, he prepared an annual financial statement for the stockholders and for Congress. After September 30, 1919, the Treasurer was also the Disbursing Officer of the Shipping Board; after January 1924 he was the Treasurer of the United States Lines; and after September 1, 1926, he headed the Finance Division. The office of Treasurer was terminated at the same time the Merchant Fleet Corporation was terminated and the Maritime Commission was established. Most of the Treasurer's records, because they were extremely routine in character or were essentially duplicated in those of the General Comptroller and the Secretary of the Shipping Board, have been destroyed.

RECORDS OF THE CREDIT MANAGER. 1918-37. 26 ft. 104

Chiefly reports and related correspondence concerning the credit and financial standing of firms supplying office furniture and equipment to the Fleet Corporation and supplies and equipment for the construction of vessels and their operation, but including also some insurance records. Arranged alphabetically by name of company or individual.



## Records of the Ship Protection Committee

This Committee was appointed by the General Manager of the Emergency Fleet Corporation in May 1917 to consider methods of protecting merchant ships from torpedoes. It was composed of three members, one each from the Bureau of Navigation and the Steamboat-Inspection Service of the Commerce Department, and one from the Emergency Fleet Corporation. The Committee was concerned chiefly with receiving and considering suggestions submitted by citizens and it made several general reports. It cooperated closely with the Naval Consulting Board.

GENERAL CORRESPONDENCE. 1917-21. 25 ft.

105

Was filed as number 624 of the classification scheme used for general files described in entry 7 and thereunder arranged numerically, 624-1 to 624-5341. Under numbers 624-1 and 624-2 are the general reports and the records documenting the administrative organization of the Committee; the remainder of the records are numbered consecutively but consist of several groups, depending on the merit of the suggestion. The records within each group are arranged alphabetically by name of suggestor. An index to the correspondence is described in entry 106. Other records relating to ship protection are among the records described in entries 235, 236, and 533.

INDEX. 1917-21. 5 ft.

106

Index, on 3" x 5" cards, to the general correspondence described in entry 105. On each card are the subject, the name of the correspondent, and the file number. Arranged alphabetically by name of correspondent.

## Records Relating to Claims

Most of these records originated between 1918 and 1924 in a succession of administrative units created to investigate, negotiate, and settle claims arising out of the ship construction program of the first World War. Some months before the armistice of November 1918 Fleet Corporation officials in charge of construction had realized that steps would soon have to be taken to cut down on the huge expenditures that were daily being made to finance their building program. This was true not only because peacetime trade was not expected to require all the tonnage that had been planned for war purposes but also, and of much more immediate importance, because the money appropriated by Congress was beginning to run out. Early in October 1918 contracts with a single shipyard amounting to some 60 million dollars were canceled, as were also a number of other contracts for barge and tug construction.

With the signing of the armistice it was evident that a wholesale program of cancellations would have to be started. Hosts of new problems arose in connection with the choice of contracts to be canceled and the procedure to be followed. High officials of the agency differed, too, on the extent to which it was necessary to cut down and on which types of vessels could best be done without. The problem was further complicated



by the fact that not only were contracts with shipbuilders involved but also many subcontracts and purchase orders that had been given by the prime contractors or by the Emergency Fleet Corporation to suppliers of materials, machinery, and equipment. It is not practicable here to detail the decisions of policy that were made or to describe the way in which they were carried out. A large part of the records relating to construction claims, however, originated in this cancellation work; they contain a great deal of information both on the organization and administration of the work and on the details of the individual contracts and purchase orders that were canceled.

Chief among the problems arising from the cancellation of contracts was that of settling the financial obligations involved. Shipbuilders and suppliers had built up large organizations, acquired stocks of raw materials, entered into contracts with subcontractors, and expended considerable amounts of labor on the vessels, materials, or equipment that were no longer wanted by the Government. They had, therefore, justifiable claims for reimbursement after their contracts were canceled. The investigation and settlement of these claims formed a large part of the work of the Claims Department and its predecessor and successor organizations within the Shipping Board and the Emergency Fleet Corporation. Many of the records described below relate either to individual claims handled or to related general topics.

Another group of claims also handled by the Claims Department and responsible for the creation of perhaps a fourth of the records was what has been called contract adjustment claims. These arose from "changes and extras" ordered by the Fleet Corporation that involved extra cost; delays in construction for which the contractor could not be held responsible; increases in wages as a result of Shipbuilding Labor Adjustment Board decisions; and other such factors that imposed either a legal or moral obligation on the Corporation beyond the provisions of the original contract. Since wage reimbursement claims were dealt with for the most part by separate administrative units, their records are segregated and described in entries 133-140.

Also handled as a distinct type of case were the claims arising from the requisitioning of vessels under construction at the time of the entrance of the United States into the war. The Emergency Shipping Act provided that just compensation should be paid the owners, and the determination of this compensation was the function of the Requisition Claims Committee, also known as the Advisory Committee on Just Compensation for Requisitioned Vessels. Records of this Committee are described in entries 141-144.

The administrative history of the claims work was very complex. A number of factors contributed to this, including the shifting of final authority between the Shipping Board and the Fleet Corporation, the political events of 1920 that resulted in reorganizations and changes of policy,



and the necessity for special treatment of several classes of claims. The result from the historical point of view was a maze of conflicting, twisting, and continually merging and dividing lines of authority, which it has not been considered necessary to trace in detail. Insofar as possible related series of records have been cross-referenced.

The records of district boards set up by the General Cancellations, Claims, and Contracts Board and of the offices of district adjusters that superseded the district boards have been disposed of, since the essential information was contained in the central office records.

Other groups of records of the Shipping Board and the Fleet Corporation contain material relating to construction claims. Among these are minutes of meetings, docket files, notices of actions by Admiral Benson, and records of Shipping Board Commissioners and other high officials, which contain materials on claims policy and administrative history. Many of the closed litigation case files and related records contain material on construction claims involved in legal actions.

Minutes of meetings of the Fleet Corporation's Board of Trustees contain information on claims policy and administrative history; records of the General Comptroller contain material on the investigation and payment of claims and on the organization of part of the claims work; records of units comprising the Construction Organization, including the general files and records of the Legal Division, the Passenger Transportation and Housing Division, and the Supply and Sales Division contain materials on the cancellation of contracts, the investigation and settlement of claims, and the administrative history of the Claims Department; records of the Industrial Relations Division contain information on the history and administration of wage reimbursement cases; and records of the Shipbuilding Labor Adjustment Board contain information on wage reimbursement claims.

#### Records of the Office of the Assistant in Charge of Cancellations

The Office was established in the Office of the Director General of the Emergency Fleet Corporation on March 22, 1919, to investigate and conduct negotiations for the settlement of contract claims arising from cancellations and to recommend claims to the Cancellation, Claims, and Contracts Board for review. The Office inherited the records and functions of the Division of Cancellation, Adjustments, and Salvage, which had been established on December 5, 1918. It collaborated closely with the construction units of the Emergency Fleet Corporation, and some of the cancellation records created by those units are with the records described below. Most of the functions of the Assistant were transferred on September 25, 1919, to the district cancellations, claims, and contract boards.

GENERAL RECORDS. 1918-19. 20 ft.

107

Correspondence, reports, and charts pertaining to the cancellation and adjustment of contracts, the salvage and disposal of surplus material, and administrative matters. Arranged alphabetically by subject and name of contractor or company; an index is described in entry 108. Materials used



later in individual claim investigations are now with the records of the Legal Section of the Department of Claims described in entry 126.

INDEX. 1918-19. 4 ft.

108

An index, on 3" x 5" cards, to the general records described in entry 107 and to those records that were transferred to the series described in entry 126. The cards are arranged alphabetically by name of person, company, or subject; a separate subject-numeric list is at the end.

#### Records of the Office of the Assistant in Charge of Claims

The Office was established in the Office of the Director General of the Emergency Fleet Corporation on April 2, 1919, to investigate and conduct negotiations for the settlement of contract claims other than those arising from cancellations. Most of the records of the Office are with those of later administrative units. Most of the functions of the Office were transferred on September 25, 1919, to the district cancellations, claims, and contracts boards.

RECORDS OF G. H. BONSALL. Apr.-Oct. 1919. 4 in.

109

Office files of G. H. Bonsall, Assistant in Charge of Claims, Apr.-Oct. 1919, consisting of correspondence, reports, and memoranda pertaining to claims investigations. Arranged alphabetically by name of claimant.

#### Records of the Cancellations, Claims, and Contracts Board

The Board was established on March 22, 1919. It was reorganized on September 25, 1919, as the General Cancellations, Claims, and Contracts Board and district boards were set up in the various construction districts of the Emergency Fleet Corporation. The functions of the Board included the review and approval of settlement agreements arising from cancellations, contract adjustment claims, new or supplementary contracts, and, later, surplus property sales. Investigations and negotiations were handled, however, by other units of the Corporation. These units submitted their recommendations to the Board for approval. On January 31, 1920, the Board was succeeded by the Construction Claims Board and the district boards were replaced by offices of district adjusters.

MINUTES. Mar. 28, 1919-Jan. 31, 1920. 3 ft.

110

Signed originals and carbon copies of verbatim minutes, including abstracts of actions taken and minutes of adjourned, special, and subcommittee meetings. Arranged in a single chronological series followed by verbatim reports of meetings of chairmen and secretaries of the district boards. Another set of the signed original minutes is with the minutes of the Construction Claims Board (entry 113).

GENERAL RECORDS. 1919-20. 2 ft.

111

Correspondence, reports, notes, and memoranda pertaining to the organization of the Board and the district boards. Some of the records originally in this series were reclassified and are now part of the records of



the Construction Claims Board described in entry 116, and others pertaining to specific cases and claims are now part of the records of the Legal Section of the Claims Department described in entry 126. The records remaining in this series are arranged according to a subject-numeric scheme; a list of subjects is at the beginning of the series. Indexes to these records and to those now with records of the Legal Section are described in entry 112.

INDEXES. 1919-20. 6 ft.

112

An alphabetical index, on 3" x 5" cards, to the records described in entry 111 and to part of those described in entry 126; and two card lists to the records, one arranged numerically by number assigned to a subject and the other numerically by case number.

#### Records of the Construction Claims Board

The Board was established on January 30, 1920, to combine the review and approval functions of the former Cancellations, Claims, and Contracts Board with the functions of supervising the investigation of and recommendations on claims formerly performed by the Cancellation Section of the Supply and Sales Division and other units of the Emergency Fleet Corporation. The district boards of the Cancellations, Claims, and Contracts Board were replaced by offices of district adjusters, which were responsible for conducting preliminary negotiations, making investigations, and recommending settlements with regard to construction claims. Thus the various aspects of the construction claims work were brought together for a time, but after November 18, 1920, the authority of the Construction Claims Board was restricted to examining the claims and presenting them to the Corporation's Board of Trustees for review and approval. The Claims Board was abolished on July 29, 1921, and its functions were taken over by the Claims Commission and by the Claims Section of the Law Division.

MINUTES. July 1919-June 1921. 4 ft.

113

Signed originals of minutes of meetings of the Board and its predecessor Cancellations, Claims, and Contracts Board, including abstracts of formal actions taken. Arranged by Board and thereunder chronologically. The list of claimants described in the next entry can be used as an index to the minutes.

LIST OF CLAIMANTS. 1920-21. 1 in.

114

Cards, 3" x 5", each card giving the serial number of the claim, the date of the Board action, the amount claimed, the amount recommended by the Board, the date the claim was transmitted to the Board of Trustees, and a notation of further action. Arranged alphabetically by name of claimant.

RECORD OF AGREEMENTS. 1919-20. 3 in.

115

Cards, 3" x 5", showing settlement agreements with shipbuilding contractors. Arranged alphabetically by name of contractor.



GENERAL RECORDS. 1919-21. 5 ft. 116

Correspondence, reports, and memoranda pertaining to the organization and administration of the Board and its predecessor Cancellations, Claims, and Contracts Board. Arranged numerically according to the "Standard Files Classification," copies of which are with the series described in entry 181. Records relating to specific claims cases have been removed and are now among the records of the Legal Section of the Claims Department described in entry 126.

BULLETINS. 1920. 1 in. 117

Drafts, typed originals, and mimeographed copies of bulletins 1-18, with supplements, pertaining to the organization, administration, and procedures of the Board. Arranged numerically by bulletin number. A list of the bulletins is at the beginning of the series.

RECORDS RELATING TO CANCELLATION SETTLEMENTS. 1919-21. 3 ft. 118

Reports on commitments, releases executed by contractors, and correspondence and memoranda pertaining to the settlement of claims arising from the cancellation of contracts. Arranged in two groups, settlements made without cost to the Emergency Fleet Corporation and settlements made "with cost" (usually small in amount), and thereunder alphabetically by name of contractor. There is an alphabetical list of names with the first group.

#### Records of the Claims Commission

The Claims Commission was established on July 29, 1921, as successor to the Construction Claims Board for reviewing claims. It consisted of three members appointed by the Shipping Board and was responsible directly to the Shipping Board. Negotiations with contractors were carried on by the Claims Section of the Fleet Corporation's Law Division, and approval of the Shipping Board was necessary to effect settlements recommended by the Commission. At the end of 1922 the Commission was abolished and its records and some of its functions were turned over to the Claims Department.

MINUTES. July 29, 1921-Dec. 30, 1922. 1 vol. 2 in. 119

The leather-bound volume contains typed attested copies of minutes signed by O. P. M. Brown, Secretary of the Commission. The minutes are arranged chronologically. An alphabetical index by name of claimant is in the front of the volume.

REPORTS OF HEARINGS. Aug. 17, 1921-Nov. 22, 1922. 1 ft. 120

Copies of verbatim reports of hearings held before the Claims Commission, pertaining to regular claims and to negotiated settlements. Arranged chronologically.

GENERAL RECORDS. 1921-22. 4 ft. 121

Correspondence, reports, and memoranda pertaining to the administration of the Commission and to claims not docketed. Arranged according to a numerical classification scheme, copies of which are filed under the



number 5-10. Indexes to these records are described in entries 122 and 124.

INDEX. 1921-22. 3 in.

122

An index, on 3" x 5" cards, to some of the records described in entry 121. Arranged alphabetically by subject.

RECORDS RELATING TO DOCKETED CLAIMS. 1918-22. 38 ft.

123

Examiners' reports, briefs and statements, resolutions, reports of actions, and related correspondence and notes, pertaining to docketed claims presented for hearing or action by the Commission. Many of the records were originally in the files of predecessor units. Arranged numerically by docket number. An index to these records is described in entry 124.

INDEX TO GENERAL AND DOCKET RECORDS. 1918-22. 3 ft.

124

An index, on 3" x 5" cards, to the records described in entry 123 and to some of the records described in entry 121. There is also a card list of dockets, arranged numerically by docket number.

#### Records of the Committee on Settlement and Adjustment

This Committee acted as an intermediate review body within the Emergency Fleet Corporation between the completion of investigations and the hearings and decisions of the Claims Commission. During its short life of less than a month, from January 24 to February 21, 1922, the Committee was responsible to the Vice President in Charge of Finance. The Department of Claims succeeded to the functions of the Committee.

RECORDS OF THE COMMITTEE. Jan.-Feb. 1922. 5 in.

125

Administrative correspondence and memoranda, correspondence relating to claims, and minutes of meetings and transcripts of hearings. The correspondence relating to claims is arranged alphabetically by name of claimant; the other correspondence, the minutes, and the transcripts are arranged chronologically by type of record.

#### Records of the Department of Claims

On February 21, 1922, the Department of Claims was established to investigate claims and make recommendations to the Claims Commission. The Department was administratively a part of the Emergency Fleet Corporation, but it was responsible directly to the Chairman of the United States Shipping Board. The Administrative Section of the Department, continuing the work of the Claims Section of the Finance Division, investigated and "prepared" the facts concerning claims; the Legal Section of the Department, taking over the functions of the Claims Section of the Law Division, "prepared" claims from the legal standpoint and determined questions of law, negotiated settlements, presented claims to the Claims Commission, and prepared agreements, releases, and other documents. On January 1, 1923, the Department took over the records, personnel, and some of the functions of the Claims Commission, which had been abolished. On October 9, 1923,



the Department of Claims was dissolved and all work on claims was handled by the Legal Division of the Fleet Corporation.

GENERAL RECORDS OF THE LEGAL SECTION. 1918-23. 128 ft. 126

Correspondence, reports, notes, and memoranda, pertaining to claims investigated and to the administration of the Department. The records relate mainly to the investigation of the legal aspects of claims and to the negotiation of settlements. They include case papers of the Cancellations, Adjustments, and Salvage Division, of the Cancellations, Claims, and Contracts Board, and of the Construction Claims Board; and the records of the Claims Section of the Law Division. Arranged alphabetically by subject or name of contractor. Indexes to parts of the series are described in entries 108 and 112. A list of subjects is at the beginning of the series. Exhibits, including briefs, opinions, and other related reference material, are described in entry 129.

GENERAL RECORDS OF THE ADMINISTRATIVE SECTION. 1919-23. 74 ft. 127

Correspondence, reports, notes, and memoranda, relating mainly to the financial and administrative aspects of claims. Most of the records originated under the supervision of the claims staff working under Tilden Adamson. Arranged according to a subject-numeric classification scheme. An index is described in entry 128. Supplementary reference material is described in entry 129.

INDEX. 1919-23. 3 ft. 128

An index, on 3" x 5" cards, to the records described in entry 127. Most of the cards refer to companies involved in claims cases. Arranged for the most part alphabetically by name of company.

EXHIBITS. 1919-23. 45 ft. 129

Supplementary and reference materials assembled and used in the course of investigating and preparing claims cases. Included are briefs, opinions, minutes, and related correspondence. The records supplement those described in entries 126 and 127, and are arranged alphabetically by name of claimant or subject.

RECORDS RELATING TO THE CLAIM OF THE AMERICAN STANDARD SHIPFITTINGS CORPORATION. 1918-24. 2 ft. 130

Records from Shipping Board and Emergency Fleet Corporation offices relating to the claims of this company and to the Fleet Corporation's allegations of conspiracy to defraud. Included are copies of a statement of claims, transcripts of conferences, and related correspondence and memoranda. An incomplete list of the records is at the beginning of the series. In part unarranged; in part arranged numerically.

RECORDS RELATING TO THE BETHLEHEM STEEL CORPORATION CLAIM. 1917-24. 66 ft. 131

Records from Emergency Fleet Corporation offices and copies of transcripts, audits, and inventories, pertaining to the claim of the Bethlehem



Steel Corp. and the counter claim of the Fleet Corporation. The claim was not finally settled in the courts until the early 1940's. These records represent the facts on which the Government built its case. Included are copies of legal documents pertaining to the Shipping Board, the Emergency Fleet Corporation, and the company; inventories; wage audits; correspondence; and related documents. Arranged by subject according to an alphabetic-numeric system, A-1 to M-4. A list of the documents in the particular subject file precedes each group.

RECORDS RELATING TO THE CLAIM OF THE SKINNER & EDDY COMPANY. 1918-35.

26 ft.

132

Include records assembled by the various claims units and the Legal Division, and records of the Comptroller relating to moneys held in escrow until the claim was settled in 1936. Among the records are statements of agreement, audits, inventories, and related correspondence. Some of the litigated case records usually retained by the Maritime Commission are in this series. The records are arranged by subject and thereunder chronologically. At the beginning of the series, on 8" x 10" cards, is an index to the records up to 1924, arranged alphabetically by subject and by name of individual.

Records of the Committees on Wage Reimbursement

A joint Committee on Wage Reimbursement of the Shipping Board and the Emergency Fleet Corporation was organized on December 19, 1919, to succeed earlier ad hoc Committees on Lump Sum Labor Adjustments, on Labor Reimbursement, on Wage Procedure, and on Excess Labor Costs, which had existed for short periods after March 1919 to advise on procedures for the settlement of claims arising out of increased costs that had resulted from wage increases granted by the Shipbuilding Labor Adjustment Board. The Committee made recommendations on wage reimbursement claims to the Vice President of the Emergency Fleet Corporation for submission to the various claims boards. On March 23, 1920, the Committee was empowered to make binding settlements without referring cases to the Construction Claims Board; on October 23, 1920, the Committee was abolished and its functions were assigned to the Shipping Board.

A second Committee on Wage Reimbursement was established on March 3, 1921, to exercise similar functions under the Construction Claims Board, but it ceased functioning when the Board was dissolved in July 1921. After that time, except for the period February-October 1922 during which a Labor Claims Unit investigated and advised on claims and settlements, two more committees functioned successively in advisory capacities, and a fifth committee, created in October 1922, carried on the work within the Department of Claims and its successors until the end of 1924. Records of these labor claims units are among the general records and the case files described below.

MINUTES. Nov. 17, 1920-Feb. 26, 1921. 1 in.

133

Signed copies of minutes of meetings of the Construction Claims Board at which wage reimbursement cases were heard. Arranged chronologically.



GENERAL RECORDS. 1919-24. 2 ft. 134

Correspondence, reports, memoranda, and notes, pertaining to the investigation and adjustment of wage reimbursement claims and the administration of the wage claim units. Arranged alphabetically by subject. At the beginning of the series is a list of filing topics that contains references to related files in other series (entry 135 for case files and entry 136 for general material).

CLAIMS CASE FILES. 1919-22. 7 ft. 135

Each case file contains correspondence, recommendations for settlement, financial reports, and other materials assembled for that particular case. Arranged alphabetically by name of company. Card lists arranged alphabetically and numerically precede the case files.

RECORDS MAINTAINED BY THE SECRETARY OF THE FIRST COMMITTEE ON WAGE REIMBURSEMENT. 1919-20. 1 ft. 136

Correspondence, reports, and memoranda pertaining to wage rates and reimbursements claims. They were maintained by the secretaries of the first Committee on Wage Reimbursement, Dec. 1919-Oct. 1920. Arranged alphabetically by subject. A list of subjects is at the beginning of the series.

WAGE-RATE SCHEDULES AND OTHER EXHIBITS. 1917-19. 1 ft. 137

Piecework wage-rate schedules containing the contract number, kind of work, amount paid, and old and new rates; "claim under contract" forms; and working papers relating to wage reimbursement claims and to delay claims in the Bethlehem-Fore River, Standifer, and Saginaw shipyards. Arranged by name of company and thereunder chronologically.

REPORTS AND BULLETINS. 1917-24. 8 in. 138

Reports on wage reimbursement claims, arranged alphabetically by name of contractor; issuances of the Wage Reimbursement Committee, arranged chronologically; and semimonthly reports from districts, giving summary accounts of the progress of the work on each wage claim, arranged chronologically.

HANDBOOK ON WAGE REIMBURSEMENT. Oct. 1919. 4 in. 139

Typed corrected drafts and a mimeographed set of handbooks compiled by Paul H. Douglas for use in the various districts. They contain a general statement of wage increases granted to shipyard workers and a detailed list of wages paid, with an account of pertinent Labor Adjustment Board decisions on shipbuilding.

RECORDS RELATING TO "CO-EFFICIENT" CLAIMS. 1921-23. 3 in. 140

Consist of a typed draft and a processed copy of O. P. M. Brown's "History of Claims for Co-Efficient Payments for Overtime on Requisitioned and Contract Ships," Feb. 1923; a processed copy of "Report of Tilden Adamson to General Comptroller Alonzo Tweedale Protesting Against Recommended Approval of Claims Based on Alleged Decrease in Efficiency and



Increase in Overhead Resulting From Overtime Work," Aug. 1921; and a printed copy of a memorandum by the Bethlehem Shipbuilding Corp. on "Co-Efficient Payment for Overtime Performed on Requisitioned Vessels Completed or Fixed Prices," Feb. 1921. The "co-efficient" was based on a mathematical formula developed by the Comptroller of the Emergency Fleet Corporation and representatives of various shipbuilding companies. Arranged in the order described.

#### Records of the Requisition Claims Committee

This Committee, established on October 8, 1919, was also known as the Advisory Committee on Just Compensation for Requisitioned Vessels. It investigated and recommended settlements of claims arising from the taking over by the Government of ships and materials under construction for private owners, and it had authority, after investigation, to make necessary awards. A similar body, the Ocean Advisory Committee on Just Compensation, had functioned within the Shipping Board from April 1, 1918, to May 10, 1919, but had worked only on cases involving vessels that were completed at the time they were requisitioned. The Requisition Claims Committee was abolished on July 8, 1920, and its functions were taken over by the Construction Claims Board.

MINUTES. Oct. 16, 1919-May 12, 1920. 1 in. 141

Signed copies of minutes of meetings of the Committee. Arranged chronologically.

HEARINGS. Oct. 17, 1919-Mar. 11, 1920. 6 in. 142

Verbatim minutes of hearings on claims considered by the Committee. Arranged chronologically; there are indexes by name of claimant and of person appearing for the claimant.

GENERAL RECORDS. 1919-20. 2 ft. 143

Correspondence, reports, memoranda, and notes, pertaining to the requisitioning of vessels and the settlement of claims arising therefrom, and to the administration of the Committee. Arranged alphabetically by subject.

RECORDS RELATING TO CLAIMS CASES. 1919-20. 7 ft. 144

Correspondence, reports, memoranda, working papers, and notes, pertaining to individual claims. The series is in two parts, the first containing reports and related correspondence and memoranda, and the second containing oversize exhibits and documents, formal claims statements, minutes of hearings, and copies of contracts. Within each group the records are arranged alphabetically by name of claimant. An alphabetical card list by name of claimant is at the end of the series.

#### Records of the Investigations Department

When the Plant Protection Section, one of the units comprising the Construction Organization, was abolished on January 13, 1920, its investiga-



tive functions concerning subversive and pro-German activities, thefts, smuggling, and graft and its liaison activities with other Government intelligence agencies were continued by the newly created Investigations Department, which was responsible directly to the President of the Emergency Fleet Corporation. Branch offices, in addition to the home office in Philadelphia, were set up in New York, San Francisco, and New Orleans. The Department also handled cases for the administrative units comprising the Operations Organization. The work of the Department gradually decreased after the middle of 1920 and in October 1926 the Department was discontinued.

INVESTIGATED CASE FILES OF THE HOME OFFICE. Apr. 1918-Oct. 1926. 170 ft.

145

Are for individual cases handled by the Department of Investigations. Each case file contains correspondence, reports of special agents, exhibits, and notes and memoranda pertaining to the case. The case files are arranged numerically by number assigned when the first report was made, 100-3737; within each case file the records are arranged in reverse chronological order. Following the case files are alphabetical and numerical lists of cases up to 1924 and a group of records referred to as the "Borrowed Files" because they were loaned and later returned but were not refiled in the case files. The "Borrowed Files" are grouped by case but are otherwise unarranged. Indexes to the records in this series are described in entry 147. Special subject and alphabetical indexes to "involved" case files are described in entry 148. If exhibits to a case were oversize or if there were many of them, they were filed separately (see entry 149). A similar series of numbered case files of the New York office is described in entry 146.

INVESTIGATED CASE FILES OF THE NEW YORK OFFICE. 1918-19. 8 ft.

146

Are for cases investigated by the New York office of the Department of Investigations. They are similar in content to those described in entry 145. Arranged numerically, 101-1858. Indexes to these records are described in entry 147.

INDEXES. 1918-26. 34 ft.

147

One index, on 3" x 5" cards, is for the numbered case files of the home office and the New York office (described in entries 145 and 146), and the records of the Chief Intelligence Officer (described in entry 153). It is in two parts, one arranged alphabetically by name of subject, company, or person, and the other arranged alphabetically by name of ship. Another index, on 4" x 6" cards, is similarly arranged in two groups and applies to the New York case files only; and a third index, on 3" x 5" cards, applies to the home office case files, one part for cases up to July 1918 and one part for cases from Apr. 1918 to Aug. 1921.

INDEXES TO FILES FOR "INVOLVED" CASES. 1918-24. 6 ft.

148

One is an alphabetical index, on 3" x 5" cards, to certain investigated case files, including those for case 370-1, the Mobile Shipbuilding Co.;



1116, the Terry Shipbuilding Co.; 1495, the Pensacola Shipbuilding Co.; 1612, Graft in the Sixth District; 1649, Graft in the Columbia River District; 398, 1120, 1242, and 1598, the Virginia Shipbuilding Co. Another is a detailed subject index, arranged alphabetically, to files for cases 100-344 and for case 1494 (relating to subversive activities).

EXHIBITS. 1917-26. 8 ft.

149

Include oversize material, briefs, copies of contracts, and similar materials, relating to the case files described in entry 145. There are copies of inventories of the equipment of the Vaterland (later the Leviathan), an ex-German vessel seized when war was declared in 1917 (case 2120); payrolls of the LaSalle Engineering Co., 1918 (case 306); correspondence with the Fougner Co., which built concrete ships (case 1110); material relating to guards at Hoboken Pier (case 3029-2C); and clippings concerning the International Mercantile Marine Co. (case 1012-6a). Arranged by case number, usually in labeled folders; within each folder the papers are unarranged.

REPORTS OF INVESTIGATORS. 1918-20. 2 ft.

150

Reports of special investigators or operatives, relating mainly to graft or theft by or loyalty of a particular suspect. Arranged by symbol (A-1, H-1, etc.) of the operative. Copies of some of the reports are in the case files described in entry 145.

DAILY REPORTS. 1921-26. 3 in.

151

Were made daily to the Director of the Investigations Department on the Department's activities. Arranged chronologically.

CORRESPONDENCE WITH DEPARTMENT EMPLOYEES. 1918-22. 14 ft.

152

Mainly correspondence with special agents and other employees of the Department concerning expenses, activities, assignments, and reports. Arranged alphabetically by name of correspondent. A small amount of correspondence relating to payroll and personnel is at the end of the series.

RECORDS OF THE CHIEF INTELLIGENCE OFFICER. 1918-19. 14 ft.

153

Mainly office files of Lt. L. Ames Brown, Chief Intelligence Officer, 1918-19. They consist of files for cases investigated, arranged numerically 1-393; correspondence in folders, arranged numerically 1000-1035, and referred to as "confidential files"; reference material relating to shipping in foreign countries, arranged by name of country and thereunder in two groups, one relating to merchant tonnage figures and the other to construction and operation costs; general correspondence, arranged by subject; and correspondence relating to personnel, arranged alphabetically by name of person. A classification scheme describing the system used for all the records precedes the series, and the first three items (case files, numbered correspondence, and reference material) are indexed by the first index described in entry 147. An index to all of the records in this series is described in entry 154.



INDEX TO RECORDS OF THE CHIEF INTELLIGENCE OFFICER. 1918-19. 1 in. 154  
Cards, 5" x 8", arranged alphabetically by name of person or by subject.

GENERAL RECORDS OF THE NEW YORK OFFICE. 1919-26. 2 ft. 155

General correspondence, dockets, memoranda, and lists relating to the activities of the New York office and particularly to those special agents assigned by that office. In two groups, the first arranged alphabetically by subject and the second alphabetically by name of agent. At the end of the series is a small group of records relating to the cost of investigating cases for the Division of Operations and to the organization of various industrial companies.

RECORDS OF R. P. DONEHOO. 1918-24. 13 ft. 156

Office files of R. P. Donehoo, counsel in charge of prosecution, 1918-24. His salary was paid jointly by the Legal Division and the Department of Investigations. His files consist of correspondence, diaries, pleadings and summonses, and copies of shipbuilding contracts. The contracts (10 ft.) are arranged alphabetically by name of company; the pleadings and summonses are grouped together as "court cases" and are indexed in the first index described in entry 147; the correspondence and diaries are unarranged.

RECORDS OF JOHN T. MEEHAN. 1918-26. 5 in. 157

Office files of John T. Meehan, Deputy Chief of the Department, 1918-25. They consist mainly of correspondence, circulars, and bulletins relating to the administration of the Department. Unarranged.

RECORDS OF F. A. DOWSEY. 1918-19. 1 ft. 158

Office files of F. A. Dowsey, a special agent in the New York office, relating chiefly to investigations of shipyards in the New York District. In three groups: (1) general, arranged by subject, (2) miscellaneous, unarranged, and (3) correspondence with the district plant engineer, arranged chronologically.

REFERENCE REPORTS. 1917-19. 5 in. 159

Copies of reports compiled for the most part by the Division of Planning and Statistics, with hand-written interpolations and corrections. The reports are about such subjects as German and Austrian ships interned in various waters, losses of American vessels by mines or submarines in World War I, French and Swedish shipping losses, Russian ships chartered to the United States Shipping Board, and cost of repairs to seized enemy vessels. Unarranged.

RECORDS RELATING TO WAR DEPARTMENT CLAIMS. 1919-22. 8 in. 160

Mainly correspondence, reports, and other records relating to claims by the War Department for services rendered to the Shipping Board and to the investigations resulting from those claims. Unarranged.

CARD LISTS OF PERSONNEL. 1918-26. 15 ft. 161

One set of cards, 3" x 5", giving the names and titles of persons employed in the Office of the General Comptroller, 1919-26; another set



gives the names and titles of persons employed in the Department of Investigations, 1918-26. Each set of cards is arranged alphabetically by name of person.

CARD LIST OF PERSONS BELIEVED CONNECTED WITH SUBVERSIVE ORGANIZATIONS.  
1918-22. 2 ft.

162

Cards, 3" x 5", alphabetically arranged. A typed list of the names is in the file for case 1494 (see entry 145).

#### Records of the American Marine Standards Committee

This Committee was organized by the American Marine Association in 1923 to promote the standardization of equipment used in constructing and operating ships. Expenses of the Committee were borne jointly by the Emergency Fleet Corporation and the Department of Commerce until 1933, at which time the Corporation assumed entire responsibility. After the Maritime Commission was established in 1936 the Committee was more or less inactive and as of May 5, 1938, it was terminated. The Committee worked through subcommittees set up to study particular subjects. Its recommendations were in the form of subcommittee reports, which were issued and distributed by the Commerce Department. Regulations based on these reports were issued by the Steamboat Inspection Service and were closely followed by contractors engaged in construction of vessels or the manufacture of equipment for the Fleet Corporation.

RECORDS OF THE SECRETARY. 1923-38. 60 ft.

163

A. V. Bouillon was Secretary of the Committee, 1923-36. His records consist mainly of general correspondence and preliminary and final drafts of reports of the Committee and of its subcommittees, relating to such subjects as stability and loading of ships, standard specifications for wire rope and tackle, specifications for china and glassware, and standard loading plans. Arranged according to a subject-numeric scheme, No. 1-615, a key to which is at the beginning of the series. Under the subject-number assigned to a subcommittee are grouped correspondence, drafts of its report, and a copy of its final report. At the end of the series are a group of foreign reports on marine standards and other miscellaneous reference materials, unarranged.

#### RECORDS OF THE CONSTRUCTION ORGANIZATION

The Construction Organization, 1917-26, was comprised of those administrative units of the United States Shipping Board Emergency Fleet Corporation that acquired merchant vessels by construction, requisition, or purchase; that constructed the necessary shipyards, drydocks, marine railways, and housing and transportation facilities for workers; and that settled claims and other questions arising from the wartime shipbuilding program. Top officials of the Fleet Corporation controlled and supervised the varied activities involved in planning for the construction of vessels and for the completion of those under private construction. The term "Construction Organization" has been used in this publication as a heading



under which to group records of officials directly concerned with construction activities, series of records that relate to all aspects of construction activities, and records of administrative units that relate to specific phases of ship construction.

The "home office" for construction activities of the Corporation was in Washington, D. C., for the first year and the last four years of the period 1917-26, but during the intervening years (May 1918-Feb. 1922), when most of the actual construction of vessels was accomplished, it was in Philadelphia. The home office exercised general control over the shipbuilding program, but actual construction was under the immediate supervision of subsidiary organizations in 11 districts.

Because the organization of the Fleet Corporation changed so rapidly and because the records were in confusion when received by the National Archives, a period was arbitrarily chosen during which the administrative organization of units concerned with ship construction was relatively stable and the records were arranged accordingly wherever possible. The period decided upon was from January 16, 1919, to approximately the end of June 1919. The Director General of the Fleet Corporation had overall charge of construction activities. He was assisted by a Vice President in Charge of Construction and a Vice President in Charge of Administration. The Vice President in Charge of Administration was responsible for the housekeeping and administrative functions of the agency and for the work of the Legal, Contract, and Industrial Relations Divisions and the Plant Protection Section. The Vice President in Charge of Construction supervised the Divisions of Ship Construction, Shipyard Plants, Supply and Sales, and Passenger Transportation and Housing.

Most of the records relating to construction activities are for the period from August 1917 to May 1922. Records for the later years are usually related to claims arising from the wartime construction activities and are described on pages 33-43.

#### General Records Relating to Ship Construction

RECORDS OF CHARLES M. SCHWAB. Apr.-Dec. 1918. 3 ft. 164

Office files of Charles M. Schwab, who was Director General of the Emergency Fleet Corporation, Apr. 11-Dec. 10, 1918. As Director General, Mr. Schwab took over all the functions and powers previously exercised by the General Manager. His records consist mainly of general correspondence, notes, memoranda, reports, and statistical tables, relating to the administration of both financial and ship-construction affairs of the Corporation. There are also copies of speeches by Edward N. Hurley, President of the Corporation; calling cards of persons who visited Mr. Schwab; copies of Emergency Fleet News and the Merchant Mariner (employee magazines); and an incomplete reading file. Arranged according to a numerical classification scheme, a key to which is at the beginning of the series. There are many gaps in the records because much of the material was personal and was sent to Mr. Schwab after his resignation.



RECORDS OF CHARLES PIEZ. 1917-19. 3 ft.

165

Mr. Piez became one of the Vice Presidents of the Fleet Corporation on Nov. 15, 1917, and succeeded Adm. F. R. Harris as General Manager on Dec. 18, 1917. When Mr. Schwab became Director General Mr. Piez remained as Vice President in Charge of Construction and succeeded Mr. Schwab as Director General on Dec. 10, 1918. Mr. Piez resigned in May 1919. His records consist of general correspondence, notes, reports, memoranda, charts, and statistical material, relating to the construction of vessels, shipbuilding companies, housing of shipyard and office employees, labor problems, machinery and equipment for vessels and shipyards, and "Agency" yards (yards at which fabricated vessels were assembled). Arranged according to a numerical classification scheme, a key to which is at the beginning of the series. After Mr. Piez resigned some parts of this series were refiled in the Old General File (described in entry 179) but most of the series remained intact. An index to the records as they were maintained in Mr. Piez' office is under file No. 76-109 of the records described in entry 179.

RECORDS OF J. L. ACKERSON. 1918-20. 3 ft.

166

Office files of Mr. Ackerson, Assistant to the General Manager of the Emergency Fleet Corporation, Nov. 6, 1917-Aug. 10, 1918; Assistant General Manager in direct charge of construction activities, Aug. 10, 1918-May 1919; Vice President in Charge of Construction, May 1919-Feb. 1920, and also of Administration, July 15, 1919-Feb. 1, 1920. His records consist mainly of general correspondence, reports, charts, and memoranda, relating to the organization and personnel of the Fleet Corporation, the construction of vessels, shipyards, expenditures of the Corporation, and the emergency shipbuilding program. Also included are weekly reports to Mr. Ackerson from the divisions under his supervision and minutes of meetings of division heads; abstracts of duties of the Ship Construction and the Finance Divisions; card records showing payments for requisitioned ships; a copy of Mr. Ackerson's final report of Feb. 6, 1920, which contains a narrative and statistical review of the emergency shipbuilding program and of the activities and functions of the various divisions comprising the Construction Organization; and his personal reading file. Arranged according to a numerical classification scheme; an incomplete key to the scheme is at the beginning of the series. The reading file and the card records are at the end of the series.

RECORDS OF STEPHEN N. BOURNE. 1918-19. 4 ft.

167

Office files maintained in the Philadelphia office of Mr. Bourne, who was Secretary of the Fleet Corporation, Apr. 20, 1918-Oct. 1919. From May 1918 until his resignation Mr. Bourne had offices in both Washington and Philadelphia, but this series consists only of records from the Philadelphia office. His records consist mainly of general correspondence, notes, memoranda, and reports, relating to technical matters of ship construction, personnel, the sale of wooden ships, and financial affairs of the Corporation, but including also legal opinions and material relating to matters presented to the Board of Trustees. The records are



grouped as follows and are arranged thereunder alphabetically by name of correspondent, company, or subject: general, including much of Mr. Bourne's personal correspondence; advertising, including some material relating to the sale of ships; official, including correspondence with other officials of the Shipping Board and the Fleet Corporation; and ships' sale.

RECORDS OF THE MANAGER OF CONSTRUCTION. 1919-20. 5 in. 168

H. E. Frick was Manager of Construction, Nov. 3, 1919-Apr. 15, 1920, and was succeeded by F. P. Baldwin. The Manager had general supervision over the Ship Construction, the Shipyard Plants, and the Passenger Transportation and Housing Divisions. The records in this series consist mainly of a reading file kept by the successive Managers but include also some correspondence and other material relating to the disposition of various properties of the Emergency Fleet Corporation, particularly those at the Terry Shipbuilding Co. plant. The reading file is arranged in reverse chronological order; the other records are arranged by subject.

RECORDS OF JOHN DICKEY, JR. Sept.-Nov. 1919. 8 in. 169

Office files of John Dickey, Jr., special adviser from Sept. 15 to Dec. 1, 1919, to the Vice President in Charge of Construction, J. L. Ackerson. Mr. Dickey's records consist mainly of correspondence, memoranda, and reports, concerning the financial relations between the Emergency Fleet Corporation and its contractors, particularly cancellation and suspension settlements. Included also are some copies of contracts and some material relating to Fleet Corporation claims procedure. Arranged alphabetically by subject or name of shipbuilding company; a detailed index is at the beginning of the series.

RECORDS OF LEYBURN G. FISHACH. 1919-20. 3 ft. 170

Office files of Mr. Fishach, who, in the latter half of 1919 and the early part of 1920, was attached to the staff of Vice President Ackerson to collect statistical material for the use of congressional committees investigating the United States Shipping Board and Emergency Fleet Corporation and to prepare outlines for use in testimony before those committees. In April 1920 Mr. Fishach became a senior engineer in the Construction and Repair Division but he continued to collect data for Congress. He also prepared the Emergency Fleet Corporation section of the fourth annual report of the Shipping Board. His records consist of (1) statistical charts relating to the production and expenditures of the Corporation, (2) narrative statements relating to charts and tables planned on such subjects as steel cargo vessels, imports, and exports, and (3) charts, notes, and tables relating to most of the units comprising the Construction Organization together with notes and work sheets for the fourth annual report. Arranged in the order described and thereunder as follows: records in groups 1 and 3, unarranged; and those in group 2, according to a numerical system with a key at the beginning of the group.

Most of the records in this series and the following six series consist of or relate to materials assembled in order that a coherent story might be presented to the five separate congressional committees investigating



the Shipping Board and the Emergency Fleet Corporation in the latter half of 1919.

RECORDS ASSEMBLED FOR CONGRESSIONAL COMMITTEES. 1919-20. 9 in. 171

Consist of copies and briefs of congressional bills affecting the Emergency Fleet Corporation; correspondence relating to requests of various committees for information on such subjects as the number of ships requisitioned, purchased, and sold; notes for statements made before various committees by Mr. Ackerson and others on the activities of the Fleet Corporation; and drafts and reports concerning the leasing of office space, repairs to vessels, the National Service and the Health and Sanitation Sections of the Industrial Relations Division, and the Allied Maritime Transport Council. Unarranged. Additional records, more general in coverage, that were assembled for congressional committees are described in entry 175.

RECORDS ASSEMBLED FOR THE WALSH COMMITTEE. 1919-20. 1 ft. 172

A six-member select committee was established on June 12, 1919, by the House of Representatives to inquire into the operations and activities of the Shipping Board. Chairman Joseph Walsh, Representative from Massachusetts, asked the Emergency Fleet Corporation to furnish statistical and factual data for his committee. On Aug. 16, 1919, the committee went to the Pacific Coast area to hold hearings and to investigate shipyards there. The records in this series consist of the material prepared for the committee both in Washington and on the Pacific Coast concerning the activities of the Emergency Fleet Corporation, transcripts of hearings before the committee, digests of testimony, and clippings relating to the investigation. Arranged by subject. For a description of other records relating to the committee's activities on the West Coast, see entry 174.

REPORT ON CONSTRUCTION ACTIVITIES ("ACKERSON'S STORY FOR CONGRESS").

June-Sept. 1919. 1 ft. 173

The report consists of an outline and copies of exhibits assembled for Vice President Ackerson to use in presenting to one of the congressional committees the story of the construction activities of the Fleet Corporation during the war, with emphasis on ship construction, authorizations and expenditures for shipyard plants, housing, and suspension of contracts. At the end of the series are papers showing changes and corrections made in the outline and exhibits by L. G. Fishach, together with some of the material used in preparing the report. A list of the exhibits and the outline are at the beginning of the series; they are followed by the exhibits, arranged numerically; the records at the end of the series are unarranged.

RECORDS OF PHILIP S. TYRE. 1918-19. 2 ft. 174

Office files of Mr. Tyre, who was Assistant Head of the Inspection and Production Section and Head of the Records Section, May 1918-May 1919, and staff assistant to Mr. Ackerson, June-Dec. 1919, with duties of collecting material for submission to Congress. The records consist of personal



papers and correspondence, lists, charts, notes, and memoranda relating to records, materials assembled for Congress relating to such subjects as a typical contract suspension, finances of the Emergency Fleet Corporation, and the visit of the Walsh Committee to the Pacific Coast area. Statistical materials are arranged alphabetically by subject; the other records are unarranged.

GENERAL MATERIALS ASSEMBLED FOR CONGRESS. 1919. 4 ft. 175

These records were assembled to be used as needed before any of the congressional investigating committees. They consist of reports, memoranda, photographs, maps, charts and tables, and statistical documents, relating to shipyard locations and plant layout, plant equipment and capacity, plant protection activities, the financial status and cost of various passenger transportation and housing projects, shipbuilding facilities, and the operation of vessels. These records are more general in nature than those described in entry 171 and were apparently assembled by a different office. Arranged according to a numerical classification scheme, a key to which is at the beginning of the series.

REFERENCE MATERIALS ASSEMBLED FOR CONGRESS. 1919-20. 4 ft. 176

Charts, tables, forms, reports, and statistical materials, apparently gathered by Mr. Fishach and his assistant, Mr. Graham, for presentation to congressional committees. Included are program data charts for shipbuilding companies, charts showing the number of ships under construction for private account, work sheets for the third annual report of the Shipping Board, minutes of the district managers' conference, Feb. 4-5, 1919, abstracts and summaries of articles from newspapers and magazines regarding the shipping situation, appraisal inventories of shipyard plants, a copy of a report on repairs to vessels owned and controlled by the Shipping Board, and a resume of suspensions and cancellations of contracts as of Apr. 30, 1919. Unarranged.

RECORDS OF J. J. EASON. 1920. 4 in. 177

Office files of Mr. Eason, Assistant Manager of Construction, June 10-July 1, 1920, and after that Manager of the Delaware River District. His records relate mainly to various shipyards and include copies of contracts and specifications, drawings, equipment and capacity statements, statements of construction progress payments, statistics on the number of rivets driven and the number of employees engaged in shipbuilding, and monthly miscellaneous information notes. Arranged alphabetically by name of shipbuilding company.

RECORDS OF A. V. BOUILLON. 1918-25. 3 ft. 178

Office files of Mr. Bouillon, Assistant Manager in Charge of Contracts, May 1918-19, later Technical Assistant, and in Apr. 1923 detailed to the Department of Commerce. From time to time after his detail to the Department he assisted in completing the work he had been doing. His records consist of general correspondence, reports, notes, memoranda, and financial statements, relating to the financial and contractual relations



of various shipyards with the Emergency Fleet Corporation, particularly to problems arising from cancellations and suspensions, claims, and litigated matters. Arranged in two groups and thereunder alphabetically by subject or by name of shipbuilding company. Records in the second group are generally of earlier date than those in the first.

"OLD GENERAL FILE." 1917-19. 220 ft.

179

General correspondence, reports, charts, blueprints, drawings, memoranda, notes, and statistical tables, relating to all aspects of construction activities by the Emergency Fleet Corporation, including steel, wood, and other materials for shipbuilding; shipyard plants; the organization and administration of the construction districts and the divisions and sections of the Home Office; shipbuilding companies; commandeered ships; and equipment and machinery for ships and ship construction.

The records are arranged numerically according to a classification scheme and thereunder usually in reverse chronological order. Indexes by name of correspondent and subject are described in entry 182; two small special indexes by shipbuilding site and proposal for ship construction are described in entries 183 and 184; and a card list of file titles is described in entry 186.

After the Standard Files Classification was adopted on Nov. 1, 1919, a new general file, known as the "Decimal General File" (described in entry 181), was begun and some of the records from the present series were re-filed in it to keep together records relating to a particular subject. A card list giving the file numbers and subjects of the records so transferred is described in entry 185. For additional information concerning requisitioned ships see entry 180.

"REQUISITIONED SHIPS GENERAL FILE." 1917-23. 44 ft.

180

Correspondence, notes, reports, memoranda, blueprints, and statistical materials, relating to all phases of the requisitioning of ships and the construction of requisitioned ships. An order of Aug. 3, 1917, and later orders authorized the Emergency Fleet Corporation to requisition privately owned vessels, vessels being constructed under contract with private owners, and ships contracted for but on which work had not been begun. The vessels were completed under the supervision of the Fleet Corporation by contract and agreement with the builders in much the same way as the construction of contract vessels was supervised. The records are arranged numerically (Nos. 10000-1 to 18738-1) according to the classification scheme used for the "Old General File" (entry 179), an arrangement that is mainly by name of builder or district office and thereunder by subject. None of the records in this series were transferred to the "Decimal General File" (entry 181), nor was the series continued by it. The records are partially indexed by the indexes described in entry 187; a partial list of file titles is described in entry 186.

"DECIMAL GENERAL FILE." 1917-26. 510 ft.

181

General correspondence, reports, charts, statistical tables, printed and mimeographed materials, notes, and memoranda, relating to all aspects of the construction activities of the Emergency Fleet Corporation, particularly to the organization and administration of the administrative units comprising the Construction Organization, the construction and operation of shipyards



and shipways, the construction of ships, the documentation of contract vessels, finances of the Corporation, shipbuilding materials, equipment and supplies, and labor matters. Generally, records dated before Nov. 1, 1919, are in the series described in entry 179; some, however, as noted in that entry, were transferred to the new series. This new series, begun after the Standard Files Classification was adopted in Nov. 1919, was formed by consolidating records that were until that time maintained in various offices of the Construction Organization (Office of the Vice President, General Office, Ship Construction Division, Construction and Repair Division, and others). Most of the records are dated before May 1922.

The records are arranged numerically according to the Standard Files Classification adopted on Nov. 1, 1919. Card indexes to the records are described in entry 189. Processed copies of the "Standard Files Classification" and of an alphabetical index to it are at the beginning of the series.

INDEXES TO THE "OLD GENERAL FILE." 1917-19. 128 ft. 182

Two indexes, on 3" x 5" cards, to the records in the "Old General File" (described in entry 179) and to other series described in entries 222, 223, 235, 272, 280, 288, 326, 341, 343, 344, and 350. One index is arranged alphabetically by subject and one alphabetically by name of person, company, or ship. Some of the cards contain references to the file numbers in the "Decimal General File" (entry 181).

INDEX TO SHIPBUILDING SITES AND COMPANIES. 1917-18. 1 ft. 183

An index, on 3" x 5" cards, to the records in the "Old General File" (entry 179) that relate to active and proposed shipyards and sites offered to the Emergency Fleet Corporation. Arranged by geographic area (e.g., New England and Middle Atlantic) and thereunder alphabetically by subject (site, steel shipyard, and the like).

INDEX TO PROPOSALS FOR SHIP CONSTRUCTION. 1917-18. 5 in. 184

An index, on 3" x 5" cards, to the records filed under Nos. 160-162 of the "Old General File" (entry 179), relating to proposals for the construction of various types of wood and steel ships. Arranged by type of ship and thereunder alphabetically by name of correspondent.

RECORD OF CHANGES IN FILE NUMBERS. 1918-19. 6 in. 185

A record, on 3" x 5" cards, of the file number and subject of the documents in the "Old General File" (entry 179) that were transferred to other file numbers or were consolidated with other files. Arranged numerically by original file number.

LIST OF TITLES USED IN THE "OLD FILES." 1917-23. 7 ft. 186

A list, on 3" x 5" cards, of file titles used in the "Old" classification schemes. Included are titles used for records in the "Old General File" (entry 179), the "Requisitioned Ships General File" (entry 180), the general records of the Plant Protection Section (entry 222), and a part of the general records of the Industrial Relations Division (entry 350). Arranged numerically by file number.



INDEXES TO THE "REQUISITIONED SHIPS GENERAL FILE." 1917-23. 1 ft. 187

Four indexes, on 3" x 5" cards, to records in the "Requisitioned Ships General File" (entry 180). Each index is arranged alphabetically, one by subject, one by name of vessel, one by name of person, company, ship, or subject, and one, a miscellaneous index that was originally a part of one of the other indexes, by name or subject.

LIST OF REQUISITIONED VESSELS. 1917-21. 7 in. 188

A list, on 3" x 5" cards, of requisitioned vessels. For each vessel are given its name, the builder's hull number, the name of the builder, and the name of the former owner. Arranged numerically by builder's hull number.

INDEXES TO THE "DECIMAL GENERAL FILE." 1917-26. 24 ft. 189

Three indexes, on 3" x 5" cards, to the records in the "Decimal General File" (entry 181) and other series of records filed according to the same classification system (see entries 262, 343, and 344). One index is arranged alphabetically by name of person, company, or ship, one alphabetically by subject, and one numerically by file classification number. The third index is the most complete.

RECORDS OF THE OBSOLETE FILES UNIT. 1917-22. 2 ft. 190

Correspondence relating to obsolete files and lists, copies of files classification schemes, and notebooks collected or compiled by the Unit as a source of information and a guide to the records in its custody. As the emergency shipbuilding program began drawing to a close the divisions and offices of the Construction Organization sent many of their records to the Obsolete Files Unit. The records in this series include a classification scheme for the "Old General File" of the Concrete Ship Section (see entry 245), and three notebooks labeled "New Classification Shipbuilding Files" in which are listed alphabetically the shipbuilding companies with the corresponding file numbers used in the "Old General File" described in entry 179. Unarranged.

PHOTOGRAPHIC RECORDS. 1917-20. 2 ft. 190a

Consist of the following: (1) glass negatives showing, for the period 1917-19, statistical tabulations and graphs of shipyards and ship construction; shipbuilding plants and the construction of steel ships; and the storage and condition of Government records in the Gulf District; (2) photographic film negatives, including views showing the construction of a fuel oil tank at Honolulu, T. H., 1917-20; and (3) photographs showing women workers at the Fore River Shipyard, 1918. Unarranged except for the glass negatives of shipbuilding plants and steel ship construction, which are arranged alphabetically by name of shipyard, and the glass negatives showing the storage and condition of records, which are arranged numerically, 1-12.

DISTRICT NARRATIVE AND FORM REPORTS. 1917-19. 32 ft. 191

Beginning in June 1917 the district officers (steel), district supervisors (wood), and district managers of the construction districts submitted



monthly or semimonthly narrative, form, or photographic reports to the Home Office relating to the administration and progress of the various types of construction in their respective jurisdictions. The records in this series include narrative reports on contract negotiations and the progress of ship construction, and form "Construction Reports" showing the progress on each hull in the district. Arranged numerically by district number, thereunder by type of construction (usually steel or wood), and thereunder chronologically. Most of the photographic reports were filed separately and are described in entry 192.

PROGRESS PHOTOGRAPHS. 1917-20. 104 ft. 192

Include photographs of shipyard plants, vessels, machinery, equipment, construction processes and progress, housing and transportation facilities, launchings, and persons engaged in the shipbuilding program. From June or July 1917 to April 1919 district officials submitted photographs as a part of their monthly reports (see entry 191), but after the latter date pictures were made only at the time of launching and of completion except in cases of controversy or other special circumstances. Beginning in January 1918 all photographs were filed together in post binders. The photographs in this series are in three groups: (1) unbound photographs, arranged alphabetically by name of shipyard, with pictures of concrete barges and concrete tests and miscellaneous or unidentified subjects at the end; (2) photographs in binders, arranged by district according to a numerical classification scheme based on the district number and the number of the shipyard within the district; and (3) photographs in binders, arranged alphabetically by name of shipyard, with a miscellaneous group at the end. In group 2, following the photographs from the 11 districts, are photographs of the three fabricating ("Agency") yards and a miscellaneous group. All of the photographs in group 2 are indexed alphabetically by name of shipyard in the first index described in entry 182 under the subject "Photographs (Shipyard Files)." Some of the photographs of housing facilities are duplicates of those described in entry 283.

RECORDS OF REGISTRY AND ACCEPTANCE DOCUMENTS FOR REQUISITIONED HULLS. 1917-21. 31 ft. 193

Documents relating to the acceptance from the builders of each ship and its becoming a vessel of American registry were accumulated in folders in the Home Office. Those for contract vessels were placed in the "Decimal General File" (entry 181), but those for requisitioned vessels were maintained separately. For each vessel there are usually a copy of the letter of acceptance sent to the builder by the Emergency Fleet Corporation; a notice of assignment of official number by the Bureau of Navigation of the Commerce Department; a bill of sale; a certificate of admeasurement; a tonnage certificate for the Suez and the Panama Canals; certificates for anchors, boilers, machinery, and chains; a certificate of class from Lloyds' or the American Bureau of Shipping; a certificate of inspection; a certificate of registry; and related correspondence. Arranged alphabetically by name of vessel.

REPORTS OF GEORGE M. BRILL. 1917-19. 1 ft. 194

Reports showing the percentage of completion of requisitioned vessels as of Aug. 3, 1917, and other progress and survey reports for all vessels



requisitioned by the Emergency Fleet Corporation. Mr. Brill was appointed consulting engineer in Jan. 1919 and made a series of studies of the technical and physical condition, as of Aug. 3, 1917, of the requisitioned ships upon which claims had not been settled. Some correspondence is at the beginning of the series, and at the end are a number of envelopes containing statements from the builders and the original owners as to the status of construction and the amounts of money they had paid before the hulls were requisitioned. Mr. Brill apparently based part of his reports on the information in the envelopes. Arranged as reports and statements and thereunder alphabetically by name of builder.

CONTRACTS AND AGREEMENTS RELATING TO REQUISITIONED HULLS. 1917-19.

8 ft.

195

Copies of contracts and agreements between the original owners and the builders of requisitioned hulls, and settlement agreements between the Emergency Fleet Corporation and the builders, with some correspondence, notes, and memoranda concerning the contracts, the costs of requisitioned vessels, and the amounts paid to former owners. In two groups, one arranged alphabetically by name of builder, with some unarranged material at the beginning; the other arranged by hull number. The second group is the larger and contains some records similar to those described in entry 193.

CONTRACTS AND AGREEMENTS. 1917-22. 43 ft.

196

Copies of contracts and agreements for the construction of vessels, drydocks, and marine railways, and housing accommodations for employees of companies building vessels for the Emergency Fleet Corporation. Included are settlement agreements resulting from cancellations and claims, summaries and abstracts of contracts and agreements, and some plans, specifications, and correspondence relating to contracts. Arranged by type of contract (machinery installation, steel fabricating, hull construction, drydocks, dredging, pontoons, marine railways, housing, and Federal barracks) and thereunder by contract number. The records described in entries 198 and 199 may be used as indexes to these records.

REFERENCE MATERIALS RELATING TO CONTRACTS. 1918-20. 5 ft.

197

Specifications, contracts, and some blueprints of plans, together with correspondence relating to them and to technical details that resulted in changes of contracts. Arranged numerically by Fleet Corporation contract number (several numbers are missing), with a group of records relating to "Standard Types" at the end of the series. The records described in entries 198 and 199 may be used as indexes to the records in this series.

INDEX TO CONTRACTS. 1917-22. 2 ft.

198

An index, on 3" x 5" cards, to contracts for ships, machinery, turbines, machinery installations, marine railways, drydocks, housing developments and construction, fabrication of ship material, and barracks. Each card gives the name of the contractor, his office and plant addresses, the contract number, the file number of any correspondence relating to the contract, and the number and type of articles the contractor was to furnish.



Arranged alphabetically by name of contractor. This series is a partial index to the records described in entries 196 and 197.

LISTS OF CONTRACT VESSELS. 1917-22. 5 ft. 199

Two lists, on 3" x 5" cards. Each card shows the name of the contract vessel, the Emergency Fleet Corporation hull number, the name and location of the builder, and the district in which the vessel was built. One list is arranged alphabetically by name of vessel and one numerically by Fleet Corporation hull number. The lists may be used in conjunction with the index described in entry 198 as a guide to the records described in entries 196 and 197.

LIST OF SHIPBUILDING CONTRACTORS. 1917-20. 1 ft. 200

A list, on 3" x 5" cards, of the shipbuilding contractors for the Fleet Corporation. Each card gives the name of the contractor, the type of ship being built, the names of the vessels already built, the number of the contract, and the hull number. The cards are arranged alphabetically by name of shipbuilder.

LIST OF SHIPBUILDING COMPANIES. 1917-20. 3 in. 201

A list, on 3" x 5" cards, giving the contract number, the name of the shipbuilding company, its location, the type of ship being constructed, and the date the contract was signed. The cards are arranged by name of district and thereunder by yard number, with cards for a group of Japanese-built vessels and canceled hulls at the end of the series.

CARDS CONTAINING CONTRACT AND HULL DATA FOR CARGO VESSELS. 1917-22. 1 ft. 202

Cards, 3" x 5", giving the name of the builder of each cargo ship, the hull number and name of the ship, information as to whether the vessel was "contract" or "requisition," dead-weight tonnage, and the number of days from keel-laying to delivery. Arranged numerically according to dead-weight tonnage and thereunder by number of days from keel-laying to delivery.

LIST OF VESSELS DELIVERED. 1917-22. 2 ft. 203

A list, on 3" x 5" cards, of steel, wood, and requisitioned vessels delivered to the Emergency Fleet Corporation. For each vessel are given the name and location of the builder, the name of the district in which the vessel was built, the type and class of the vessel, the hull number, the name of the vessel, the date it was delivered, and the dead-weight tonnage. Arranged chronologically by month of delivery and thereunder by steel vessels other than those requisitioned, requisitioned vessels, and wood vessels other than those requisitioned.

SPECIFICATIONS. 1916-20. 13 ft. 204

Mainly copies of construction specifications for requisitioned and wood and steel contract vessels built for the Fleet Corporation, but including a few specifications for engines and machinery. The specifications are printed, mimeographed, and typed and are in three groups: (1) printed



specifications, unarranged, (2) typed specifications for requisitioned vessels, arranged alphabetically by name of shipbuilder, and (3) mimeographed copies of specifications, unarranged.

TRIAL TRIP REPORTS. 1918-21. 75 ft.

205

Trial trip reports for steel, wood, and requisitioned vessels. Before the Corporation accepted a vessel built for it, several trial trips, under actual seagoing conditions, were made with a Fleet Corporation inspector aboard. His reports of the speed and performance of the vessel as a whole and of its machinery and equipment in particular comprise most of the records in this series. For some of the vessels there are also correspondence relating to the changes necessary to bring the vessel's performance up to standard and some reports as to the changes. Arranged alphabetically by name of vessel.

INDEX TO CAPACITY PLANS OF CONTRACT VESSELS. 1918-21. 1 ft.

206

An index, on 3" x 5" cards, giving the name of the builder of the contract vessel, the name of the vessel, its dead-weight tonnage, and its design number. A reduced profile plan and a design number for each vessel are included in the trial trip reports (entry 205), but the capacity plans to which this index refers, except for typical plans that have been retained by the Maritime Commission, have been destroyed. Arranged alphabetically by name of builder.

CARD LIST OF SHIPBUILDERS' MAGAZINES. 1918-21. 1 in.

207

A card list of magazines published by Emergency Fleet Corporation contractors, with the name of the shipbuilding company publishing each of them. Arranged alphabetically by title of magazine.

INDEX TO MEMORANDA. 1917-21. 4 ft.

208

A consolidated subject index, on 3" x 5" cards, to administrative memoranda issued by the units comprising the Construction Organization. The issuances include general orders, office memoranda, special orders, Home Office memoranda, some General Comptroller's orders, Construction Division regulations, technical orders, circular letters, and Supply and Sales Division orders. Arranged alphabetically by subject or by name of person.

#### Administrative Records Relating to Construction Activities

RECORDS OF HOWARD COONLEY. 1918-19. 2 ft.

209

Office files of Mr. Coonley, Vice President in Charge of Administration, May 1918-Apr. 1919. They consist of general correspondence, notes, memoranda, reports, and charts, relating to housekeeping functions of the Emergency Fleet Corporation. Included are several bundles of letters and a reading file of outgoing letters. Arranged in part alphabetically by subject. The main files of Mr. Coonley are not included; they were apparently removed by him when he left the Corporation.

RECORDS OF E. C. RUST. 1918-19. 1 ft.

210

Office files of Mr. Rust, executive assistant to Mr. Coonley from May to Nov. 1918 and then head of the Personnel Section and of the Organiza-



tion and Methods staff until about Apr. 1919. His records consist mainly of correspondence, notes, reports, and memoranda, relating to personnel matters and to general administrative methods. Arranged alphabetically by subject.

CORRESPONDENCE OF THE GENERAL OFFICE. July 1917-Oct. 1919. 1 ft. 211

General correspondence, including interoffice memoranda, notes, and reports of the General Office. This Office handled files, requisitions for printing, office management, and the like. For most of the period George E. Oller was in charge of the Office. The records are unarranged except by general subject.

WEEKLY REPORTS OF THE GENERAL OFFICE. June 1918-Mar. 1920. 1 ft. 212

Weekly reports of George E. Oller, who held the position of Office Manager for the period June 1918-Feb. 7, 1920. Arranged chronologically.

GENERAL CORRESPONDENCE OF THE PERSONNEL SECTION. Oct. 1918-July 1919.

2 ft.

213

General correspondence, including some reports and memoranda, relating to the general activities of the Section. This Section was created in Nov. 1918 to maintain lists of eligible applicants for positions, to supervise and promote the physical well-being of employees, and to assist in obtaining new employment for those leaving the Corporation. On Aug. 31, 1919, the Section was abolished. The correspondence is arranged by subject (athletics, employee organizations, ratings, hospital, and the like).

GENERAL CORRESPONDENCE OF THE CLEARANCE AND REPLACEMENT BRANCH OF THE PERSONNEL SECTION. Nov. 1918-Aug. 1919. 1 ft.

214

Includes notes, reports, and memoranda, relating to the release of Emergency Fleet Corporation employees, their transfer to other positions, and to positions available for them in private industry. Arranged by subject and thereunder in general chronologically.

FORMS FOR EMPLOYEE'S STATEMENT OF DUTIES. June-July 1918. 4 ft. 215

Forms showing a statement of duties and in some cases an employment history prior to July 1918 for most of the employees of the Construction Organization in the period June-July 1918. Arranged by office, division, or section and thereunder numerically.

RECORDS OF W. B. HOLTON, JR. Mar. 18-July 1919. 1 ft. 216

Office files of Capt. Winfred B. Holton, Jr., who early in 1918 was detailed by the War Department to Vice President Coonley's office to study certain organizational matters. On Dec. 20, 1918, he became an executive assistant to Mr. Coonley, and was Acting Vice President in Charge of Administration from May 1, 1919, until his resignation on Aug. 2, 1919. Captain Holton was concerned chiefly with financial matters, and, in this connection, he served as chairman of the Committee on Financial Administration, which existed from Dec. 26, 1918, to May 1, 1919, and surveyed accounting and auditing methods, prepared cost estimates, and recommended



changes in procedure. Captain Holton's records consist of general correspondence, reports, financial statements, notes, and memoranda, relating to the finances of the Emergency Fleet Corporation. Included are reports relating to contracts and correspondence of the Committee on Financial Administration. Arranged by subject and thereunder, for the most part, chronologically.

RECORDS OF E. E. MACNARY. Jan. 1918-Feb. 1920. 1 ft. 217

Office files of Mr. MacNary, who was an executive assistant to the Vice President in Charge of Administration during 1918 and became Executive Assistant in Charge of Finance on July 15, 1919. In Dec. 1919 he was made Staff Assistant in the Ship Construction Division. His records consist of general correspondence, reports, statistics, notes, and memoranda, relating to financial matters of the Corporation. Arranged by subject and thereunder, for the most part, chronologically.

REPORTS RELATING TO THE MERRILL-STEVENS SHIPBUILDING CORP. Oct. 1917-Mar. 1920. 1 ft. 218

Reports, including memoranda and correspondence, relating to the financial structure and operation of the Merrill-Stevens Shipbuilding Corp. and its subsidiaries. Charges of graft and inefficiency against this corporation, which held a number of contracts with the Emergency Fleet Corporation, led to a number of investigations. Included in the series are 8 volumes of a report prepared for the Committee on Financial Administration by the private firm of Ford, Bacon, and Davis; a "Brief History of Relations" between the corporation and the Emergency Fleet Corporation, prepared by John T. Wingo, Assistant Counsel of the Fleet Corporation; and reports by W. H. Robinson, Miles M. Dawson, attorney examiner, and Chester W. Cuthell, the General Counsel. Arranged as listed.

MONTHLY REPORTS OF DISTRICT AUDITORS. Jan.-May 1918. 3 in. 219

Copies of monthly reports from the district auditors showing expenditures for wood and composite ships, steel ships, requisitioned ships, tugs and barges, plants, and property and showing the condition of inventories and controlled cash deposits. Arranged chronologically.

RECORDS CONCERNING FINANCIAL RELATIONS WITH SHIPBUILDERS. Dec. 1918-Feb. 1920. 3 ft. 220

These records, apparently maintained in the office of one of the executive assistants to the Vice President in Charge of Administration, consist of general correspondence, reports, notes, and memoranda concerning the financial relations of the Emergency Fleet Corporation with the shipbuilding companies. Arranged alphabetically by name of company with the exception of one folder labeled "Dry Docks; General."

REPORTS PREPARED BY MILES M. DAWSON. May 1, 1918-Sept. 1, 1919. 1 ft. 221

Mr. Dawson was appointed on May 1, 1918, as special attorney examiner to prepare analytical reports on shipbuilders who were constructing vessels for the Emergency Fleet Corporation. The reports were intended for the use of legal and financial officers in connection with readjustments of



contracts, requests for financial assistance, and settlements. When Mr. Dawson resigned on Sept. 1, 1919, his office was discontinued. The reports are arranged alphabetically by name of company reported on. See also entries 62 and 218 for mention of other reports by Mr. Dawson.

### Records of the Plant Protection Section

On February 11, 1918, Maj. James A. Blair, Jr., was assigned to the Emergency Fleet Corporation to take charge of the Federal guarding of the various shipyards. On April 6, 1918, a Plant Protection Section was established under the jurisdiction of the Vice President in Charge of Administration. Various units of the Section had to do with plant guarding, fire protection, issuance of passes to employees of and visitors to shipyards and plants, approval of pictures and publications relating to shipyards, and investigation. By October 1, 1919, all activities except the last had been discontinued, and on January 13, 1920, the Section was abolished as a part of the Construction Organization and recreated as a Department of Investigations that reported directly to the President of the Corporation. Records of that Department have been described in entries 145-162.

GENERAL RECORDS. Feb. 1918-Nov. 1919. 11 ft.

222

General correspondence, reports, notes, memoranda, maps, and charts, relating to all the activities of the Plant Protection Section except those relating to fire protection. The records are arranged by subject or name of company and thereunder numerically (Nos. 51200 to 51500 of the classification scheme used in the "Old General File" described in entry 179). A list of topics by classification number is at the beginning of the series; indexes to the records are described in entry 182. A list of file titles is a part of the series described in entry 186.

GENERAL RECORDS OF THE FIRE PROTECTION BRANCH. Dec. 1917-May 1919. 8 ft.

223

General correspondence, reports, notes, maps, charts, blueprints, photographs, and memoranda, relating to the activities of the Fire Protection Branch, which existed informally until Mar. 1918. In April of that year James McFall was placed in charge of fire prevention units in the various shipyards. He worked in collaboration with a similar section in the Shipyard Plants Division. The records are arranged by subject or name of company and thereunder numerically (Nos. 7300-1 to 7518-1 of the classification scheme used in the "Old General File" described in entry 179). A list of topics by classification number is at the beginning of the series; indexes are described in entry 182.

### Records of the Organization and Efficiency Committee

Morris L. Cooke was appointed to the staff of the Vice President and General Manager of the Fleet Corporation on March 15, 1918, to be in charge of organization and methods. His office later became a part of the staff of the Vice President in Charge of Administration, and on March 14, 1919,



it was designated as the Organization and Methods Section. Its functions included making recommendations as to changing, establishing, or abolishing organizational units, reviewing procedure and administrative orders, operating the personnel and salary control system, and studying personnel estimates and allotments. On August 15, 1919, the Section was superseded by the Organization and Efficiency Committee, which was set up to eliminate duplication of effort and unnecessary personnel and to make changes desirable for efficiency and economy. District committees were organized and special investigations were undertaken that led to reductions in personnel and procedural improvements. The Committee was active until as late as October 1920; no formal record of its discontinuance has been found.

GENERAL CORRESPONDENCE. Aug. 1919-Feb. 1920. 4 ft.

224

Includes notes, memoranda, and reports. In three groups: (1) general, arranged alphabetically by subject, (2) correspondence relating particularly to the Home Office sections of the Emergency Fleet Corporation, arranged alphabetically by subject, and (3) correspondence with and about district committees, arranged alphabetically by name of district.

ORGANIZATION CHARTS FOR DISTRICT OFFICES. Aug.-Oct. 1919. 4 in.

225

Mainly blueprints and photostats of organization charts for district offices and for agency yards, but including also some statistical material. Arranged alphabetically by name of district and thereunder by name of office.

RECORDS OF THE COMMITTEE ON FORMS AND REPORTS. Sept. 1919-Jan. 1920. 5 ft.

226

General correspondence, organization charts and samples of forms, a ledger of forms received, and reports of subcommittees including copies of forms with descriptive sheets. On Sept. 11, 1919, a Committee on Forms and Reports was appointed to study the forms and reports in use in the Emergency Fleet Corporation and to eliminate superfluous ones. On Oct. 10, 1919, similar committees were formed in the districts. Reports from the district committees were consolidated by the main Committee. The correspondence of the Committee is arranged by subject and thereunder according to a numerical system; the reports of the subcommittees are arranged by Home Office and district office and thereunder by division or branch.

RECORDS RELATING TO PAYROLL REPORTS. Aug. 1919-Feb. 1920. 3 ft.

227

Reports, correspondence, notes, memoranda, and statistics, concerning the preparation of weekly and monthly reports on the reduction of payrolls. They are in three groups: (1) reports of district offices to Mr. Ackerson, arranged mainly by name of correspondent, (2) records relating to the Home Office, arranged by subject, and (3) records relating to district offices, arranged by district.

RECORDS RELATING TO INDUSTRIAL RELATIONS ORDERS. May 1918-May 1920. 9 in.

228

Correspondence, notes, and memoranda, relating to the editing and final review of administrative orders concerning labor relations. Some manuscript



copies of orders and publicity releases are included. Montague Ferry of the Industrial Relations Division edited and reviewed these orders from about May 1918 to Mar. 1919, after which the Organization and Methods Section assumed the function. The records are arranged by subject.

### Records of the Ship Construction Division

As early as August 20, 1917, the two main technical divisions within the Construction Organization were the Shipyard Plants Division and the Construction Division. On December 5, 1917, the name of the latter division was changed to the Division of Steel Ship Construction and a new Division of Wood Ship Construction was created. Experiments with concrete vessels, started by the Bureau of Standards, were carried on from December 1917 until June 1918 by the Wood Ship Construction Division, and after June 1918 by the Steel Ship Construction Division. Both Divisions were abolished on January 16, 1919, to be set up again as sections of a new Ship Construction Division. In addition to records of these two sections, the records of the Technical (Engineering), Concrete Ship, and Records (Statistical) Sections that have been retained separately are described below. Any general records of the Ship Construction Division are with the general records of the Steel and Wood Ship Sections.

On January 31, 1920, all units comprising the Construction Organization that had not previously been transferred were combined with the Department of Repairs to form a new Division of Construction and Repair. This Division was changed to a Section but in effect was broken into two parts, a Ship Construction Section and a Hull and Machinery Section and so remained until the Construction Organization was discontinued in February 1926.

### Records of the Technical Section

Beginning on August 20, 1917, a Technical Department supervised the preparation of plans and specifications for vessels, the examination and approval of plans and specifications submitted by contractors, and the preparation of advice and reports on other technical matters. From December 1917 until January 1919, the Department (later Section) served both the Wood and the Steel Ship Divisions. On June 26, 1918, its name was changed to Engineering Section, and on September 15, 1919, to Technical Section. At that time it was divided into Hull and Machinery Branches. A new Technical Department was set up on October 16, 1920, to coordinate the technical activities of the Division of Construction and Repair. After November 17, 1921, the Department was known as the Technical Division.

RECORDS RELATING TO APPROVAL OF SHIP CONSTRUCTION UNDER THE MERCHANT MARINE ACT OF 1920. 1920-21. 3 ft.

229

Specifications, blueprints, and correspondence, relating to the proposed construction of vessels as a means of obtaining tax deductions. Under section 23 of the Merchant Marine Act of 1920, the owner of a vessel might deduct the earnings of that vessel from his net income subject to war profits and excess profits taxes, provided that he invested an amount equal to such earnings in the building of new vessels of a type approved by the Shipping



Board. To get such approval he had to submit to the Board plans and specifications of the vessels to be built. Angelo Conti, Manager of the Technical Department at the time, supervised the examination and approval of this data in its technical aspects. The records in this series are in envelopes arranged alphabetically by name of shipowner.

PROPOSALS SUBMITTED BY SHIPBUILDING COMPANIES. 1917-18. 5 ft. 230

Mainly specifications, charts, blueprints, and plans submitted by companies desiring shipbuilding contracts with the Emergency Fleet Corporation, but including also some specifications for tugs and other vessels to be built for the Army, the Railroad Administration, and other agencies. Arranged alphabetically by name of shipbuilding company; a miscellaneous group at the end of the series is unarranged.

SPECIFICATIONS. 1917-20. 9 ft. 231

Copies of specifications, bound in volumes of various sizes, that were submitted to shipbuilders for the construction of various types of vessels by the Emergency Fleet Corporation. Unarranged.

BLUEPRINTS. 1917-19. 3 ft. 232

Blueprints, van dykes, maps, charts, and drawings of the shipyards, plants, ships, and machinery to be built for the Fleet Corporation, together with some specifications and related notes and correspondence. Arranged numerically; at the end of the series is an unarranged group of miscellaneous charts and blueprints.

RECORDS OF H. H. THAYER. June 1918-Sept. 1920. 3 ft. 233

General correspondence and reports of Mr. Thayer, assistant to the Naval Architect, July 1917-Sept. 1919, and Naval Architect in Charge of the Hull Branch of the Technical Section until Oct. 1920. His records are in six groups, as follows: (1) general correspondence, arranged alphabetically by subject; (2) correspondence with district officers, arranged by district; (3) copies of miscellaneous contracts, unarranged; (4) correspondence with the resident representative at the American International Shipbuilding Corporation's plant at Hog Island, arranged chronologically; (5) reports received from yards building concrete vessels on the progress and labor cost of outfitting such vessels, arranged alphabetically by name of company; and (6) correspondence with resident representatives at yards building concrete vessels, arranged alphabetically by name of representative.

GENERAL CORRESPONDENCE OF A. J. C. ROBERTSON. Apr. 1918-Jan. 1920. 1 ft. 234

Relates mainly to the technical aspects of ship design. Mr. Robertson was Assistant Naval Architect under Mr. Thayer and also Chief Designer during the period Sept. 1919-Jan. 1920. His records are arranged alphabetically by name of correspondent.

GENERAL RECORDS RELATING TO SHIP PROTECTION. 1917-19. 2 ft. 235

Correspondence, reports, plans, drawings, and blueprints, relating to suggestions for the protection of merchant vessels against torpedoes. Arranged numerically (Nos. 29-20 to 29-362 of the classification scheme used



in the "Old General File" described in entry 179). The indexes described in entry 182 also apply to these records. Additional records relating to ship protection are described in entries 105, 236, and 533.

GENERAL RECORDS OF THE OTTER GEAR BRANCH. 1917-20. 2 ft. 236

Correspondence, reports, notes, and memoranda relating to the work of the Branch. An otter gear, or paravane, was a device used for the protection of vessels against submarine mines. In January 1918 the Fleet Corporation, by arrangement with the Navy Department and with Vickers, Ltd., the British holders of the patent, undertook the task of fitting the gear to United States and British vessels. An Otter Gear Branch was set up in the Technical Department. P. J. Ralph was in charge of the Branch from Jan. to Dec. 1918 and was succeeded by P. J. Duff. After the Branch ceased operation in June 1919 Mr. Duff continued until 1921 to devote some of his time to otter gear matters. The records are arranged by subject and thereunder numerically. No key to the numbering system has been found.

### Records of the Steel Ship Section

A Division of Steel Ship Construction was established on December 5, 1917, to supervise the building of steel, fabricated, and (after June 18, 1918) concrete vessels. Adm. F. T. Bowles, first Manager of the Construction Division, became head of the new Division and was succeeded on February 26, 1918, by Daniel H. Cox. The Division had four major sections--an Inspection and Production Section to perform general administrative and supervisory duties, and Concrete Ships, Engineering, and Camouflage Sections. On January 16, 1919, the Steel Ship Construction Division was abolished and a Ship Construction Division was set up. Within the new Division a Steel Ship Section, corresponding approximately to the former Inspection and Production Section, was formally established on March 3, 1919; the Camouflage Section was discontinued; and the Concrete Ship and Engineering Sections became parallel units of the Division. A. C. Wilkie headed the Steel Ship Section until May 1, 1919, when he was succeeded by J. M. Blankenship. The Section was abolished on March 16, 1920, and its duties put under the Manager of the Ship Construction Division. P. J. Duff, Assistant in Charge of Steel Ship Construction, had direct supervision over the Section. The records described below, most of them for the period August 1917-December 1919, are mainly records of the Inspection and Production and Camouflage Sections.

GENERAL CORRESPONDENCE OF THE MANAGER OF THE CONSTRUCTION DIVISION. Aug.-Dec. 1917. 4 ft. 237

Copies of letters sent and a few letters received by the office of Admiral Bowles, Manager of the Construction Division, relating chiefly to administrative problems met with in constructing steel ships. They are in three groups as follows: (1) miscellaneous correspondence, arranged alphabetically by name of correspondent; (2) general correspondence, arranged alphabetically by subject or name of person; and (3) correspondence with shipbuilders, arranged alphabetically by name of company.



GENERAL RECORDS OF THE STEEL SHIP SECTION. Aug. 1917-Aug. 1918. 6 ft.

238

General correspondence, reports, notes, memoranda, and copies of contracts, relating to the construction of steel vessels. Arranged alphabetically by name of person, subject, or shipbuilding company.

GENERAL CORRESPONDENCE OF DANIEL H. COX. Sept. 1918-Apr. 1919. 2 ft. 239

Copies of letters sent and a few letters and memoranda received by Mr. Cox, Manager of the Steel Ship Construction Division from Feb. 1918 to May 1919, relating particularly to the construction of steel vessels. The records are in four groups, arranged as follows: (1) alphabetically by subject or name of correspondent, (2) alphabetically by name of shipbuilding company, (3) alphabetically by name of Southern shipbuilding company investigated, and (4) unarranged (dated mainly in Mar. or Apr. 1919).

REPORTS RELATING TO SHIPYARDS AND STANDARD PRACTICE. Mar.-Sept. 1918.

3 ft.

240

Copies of reports prepared by C. E. Knoeppel and Co., Inc., industrial engineers, relating to various shipbuilding companies and some special topics of shipbuilding administration. The firm studied the operation of a number of shipyards, particularly in the Pacific coast area, and organized the Standard Practice Branch of the Ship Construction Division. The reports include correspondence, tables, blueprints, maps, charts, and photographs. One group of reports is arranged alphabetically by name of company; a group of miscellaneous reports is unarranged.

REPORTS OF THE STANDARD PRACTICE BRANCH. 1918-19. 6 ft.

241

Copies of reports concerning various shipyards, submitted by field engineers of the Standard Practice Branch. This Branch was formally organized on July 22, 1918, to determine the best shipbuilding practice and to make that information available to the shipyards. The Branch was headed by Creighton Churchill, formerly of C. E. Knoeppel and Co., Inc., and when the Branch was abolished on Feb. 18, 1919, Mr. Churchill continued the work as head of the Industrial Management Staff. The reports contain charts, blueprints, tables, notes, and correspondence. The main group of reports is arranged by subject, as follows: organization, plant, equipment, labor, engineering and design, production control, material and supplies, and manufacturing processes. A small group, arranged according to the same topics, and a group of miscellaneous reports on special subjects precede the main group.

GENERAL CORRESPONDENCE OF THE CAMOUFLAGE SECTION. Jan. 1918-Jan. 1919.

3 ft.

242

Correspondence, including notes and memoranda, relating to all aspects of camouflage work. In Feb. 1918 Henry C. Grover was placed in charge of camouflage work for the Construction Organization. He was head of the Camouflage Department (later Section) until Jan. 1919, when the unit ceased to exist. The Navy Department investigated and decided upon types, designs, and methods of camouflage painting and the Emergency Fleet Corporation carried out the practical application of camouflage to vessels, including those of the Navy. The correspondence is arranged alphabetically by name



of person, company, or subject.

#### CORRESPONDENCE OF THE CAMOUFLAGE SECTION RELATING TO SHIP PROTECTION.

May 1917-Mar. 1919. 2 ft.

243

Concerns specific types and designs of camouflage painting for vessels. Arranged numerically (Nos. 29-330 to 29-345 of the classification scheme used in the "Old General File" described in entry 179). The indexes described in entry 182 apply to these records.

#### CAMOUFLAGE DESIGNS. 1917-19. 2 ft.

244

Printed reproductions, approximately 12" x 29", of camouflage design drawings prepared by the Navy Department for the use of the Fleet Corporation in painting vessels. There are a number of designs for each of 28 types of vessels. For each design there were two drawings, one showing the port side and the other the starboard side, including the bow, stem, and fore and aft views of the superstructure. Arranged numerically by type of vessel and thereunder alphabetically by name of design; there are no drawings for types 24-26.

#### Records of the Concrete Ship Section

Experimental work on concrete ship construction was done in the Bureau of Standards, the Navy Department, and the Emergency Fleet Corporation from April 1917 to the end of that year. In December 1917 a separate Concrete Ship Construction Department, headed by R. J. Wig, was set up in the Division of Wood Ship Construction. On June 18, 1918, the Department was transferred to the Division of Steel Ship Construction and when that Division was abolished on January 16, 1919, the Department became the Concrete Ship Section of the new Ship Construction Division.

"OLD GENERAL FILE." Nov. 1917-Feb. 1920. 30 ft.

245

Correspondence, notes, reports, memoranda, drawings, charts, maps, and blueprints, relating to the building, testing, and performance of concrete ships and to the shipyards in which they were built. Arranged numerically according to a classification scheme similar to that used for the "Old General File" described in entry 179 and thereunder in reverse chronological order. A copy of the classification scheme is with the records described in entry 190. "Enclosure" envelopes, usually containing blueprints or oversize mimeographed material, are filed numerically after the main series. Indexes to these records are described in entry 247. After the Standard Files Classification was adopted on Nov. 1, 1919, a new series known as the "Decimal General File" was begun and a few of the records from this series were transferred to it.

"DECIMAL GENERAL FILE." June 1917-Mar. 1921. 58 ft.

246

Correspondence, notes, reports, memoranda, drawings, and blueprints, relating to all aspects of the work of the Concrete Ship Section. Arranged according to the Standard Files Classification adopted on Nov. 1, 1919 (see entry 181). Only a few of the most active records in the "Old General File" (entry 245) were transferred to the new series. Copies of the clas-



sification scheme and of an alphabetical index to it are at the beginning of the series. Indexes to these records are described in entry 248.

INDEXES TO THE "OLD GENERAL FILE." 1917-20. 5 ft. 247

Indexes, on 3" x 5" cards, to the "Old General File" described in entry 245. The four indexes are arranged as follows: (1) alphabetically by name of company, ship, or person; (2) alphabetically by subject; (3) alphabetically by name of person or place (indexes the offers of sites for concrete shipyards filed under classification No. 137); and (4) numerically by file number, with corresponding title.

INDEXES TO THE "DECIMAL GENERAL FILE." 1917-21. 2 ft. 248

Indexes, on 3" x 5" cards, to the "Decimal General File" described in entry 246. The three indexes are arranged as follows: (1) alphabetically by name of company or person; (2) alphabetically by subject; and (3) numerically by file number, with corresponding title.

RECORDS OF TESTS. Aug.-Nov. 1919. 1 ft. 249

Blueprints, drawings, charts, statistical material, and photographs, used in compiling reports on tests conducted in connection with the launching of concrete vessels. For the most part the records for each vessel are in separate envelopes but are not otherwise arranged.

#### Records of the Wood Ship Section

A Division of Wood Ship Construction was established on December 5, 1917, under the supervision of James O. Heyworth. The Division was abolished on January 16, 1919, and reestablished on February 18, 1919, as a section of the new Ship Construction Division with C. G. Davis as its head. The Section in its turn was abolished on March 16, 1920, and Capt. H. D. Moses, then in charge, became Staff Assistant in Charge of Wood Ship Construction.

GENERAL RECORDS. 1917-19. 40 ft. 250

Correspondence, notes, reports, memoranda, drawings, maps, and blueprints, relating to all aspects of the building of wood ships. Arranged numerically according to a classification scheme similar to that for the "Old General File" (described in entry 179). The lower file numbers represent subjects and the higher ones companies or subjects; Nos. 200 to 211 are for the district offices. At the end of the series is a group of correspondence with contractors whose proposals were rejected (Nos. 600-722). Indexes to these records are described in entry 251.

INDEXES TO THE GENERAL RECORDS. 1917-21. 3 ft. 251

Two indexes, on 3" x 5" cards, to the records described in entry 250. Both indexes are arranged alphabetically, one by name of person, company, or subject, and one by name of vessel, with each card showing the number of the district in which the ship was being constructed or the file number (200 to 211) for that district.



## Records of the Records (Statistical) Section

As early as July 1917 a Statistical Department had its beginning, under J. E. Spaulding, in the General Office of the Construction Organization. Other units in the Organization, however, maintained their own statistical services. In April 1918 a Statistical Section under Frank J. Warne was set up in the Office of the Vice President in Charge of Administration to have general supervision over all units engaged in statistical work and of the collection, presentation, and distribution of statistical information. In October 1918 the name of the Section was changed to Planning and Statistics Section and on March 3, 1919, the functions of the Section were transferred to the Records Section of the Ship Construction Division, established on the same day with Philip S. Tyre as head. The Records Section was abolished on April 15, 1920, but its functions were continued for several months under the supervision of the Assistant in Charge of Steel Ship Construction.

GENERAL RECORDS. Apr. 1918-Mar. 1919. 15 ft. 252

Correspondence, reports, charts, blueprints, and drafts of statistical reports and charts. They relate to each main type of vessel built, machinery and equipment, clocks, shipyards, ways, designs, forms, transportation, and other subjects. The records are arranged according to a subject-numeric system, with about 25 main titles represented by numbers.

INFORMATION BULLETINS. May 1918-Apr. 1920. 2 ft. 253

Mimeographed bulletins and form reports containing statistical information about the progress of shipbuilding. There are six different types, titled as follows: (1) "Daily Report of Keels Laid, Launchings and Deliveries," May 1918-Feb. 1919, May-Aug. 1919, and Jan.-Apr. 1920; (2) "Summary of Keels Laid for Contract Steel Vessels"; (3) "Requisitioned Steel Vessels Scheduled to be Launched Within the Period \_\_\_\_\_ to \_\_\_\_\_"; (4) "Vessels Scheduled or Estimated for Delivery Within [Certain Periods]"; (5) "Requisitioned Vessels Reconveyed to Former Owners during Month of \_\_\_\_\_"; and (6) "Requisitioned and Contract Steel Vessels Completed and Accepted During Week Ending \_\_\_\_\_." The last five groups of bulletins and reports are for the period May 1918-Feb. 1919 only. Arranged by group as described and thereunder chronologically.

STEEL SHIP CONSTRUCTION PROGRESS DIAGRAMS. 1918-20. 1 in. 254

Blueprints of diagrams showing the period of construction for each steel vessel and often showing the periods for building on the ways and for the remainder of construction. Arranged by district and thereunder alphabetically by name of company.

STATISTICAL CHARTS. 1916-18. 2 in. 255

Blueprints of statistical charts relating to shipbuilding. Included are charts showing the estimated and actual delivery dates of vessels; the rates of tonnage built on the basis of actual erection; the average time of construction; the number of keels laid, of hulls launched, and of vessels completed; the losses of merchant shipping; the numbers of employees;



and the amount of labor turnover in shipyards. Arranged by subject as described and thereunder chronologically.

DISTRICT PROGRESS CHARTS. 1917-21. 3 ft.

256

Charts, made from tracings applied to quarter-inch pasteboard, and photostats, blueprints, and photographs of the charts, recording construction progress information for each hull built or completed for the Emergency Fleet Corporation. The charts were kept up to date by monthly revisions, and reproductions were made of them at various intervals. The information given on the charts includes the name of the contractor, contract number, class of ship, hull number, name of ship, type, tonnage, draft, speed, dimensions, types of boilers and engines, percentage of construction completed, and estimated and actual dates of keel-laying, launching, and delivery. The records are grouped as follows: (1) boards, revised for the last time in Sept. 1919; (2) boards, revised at monthly intervals, Mar. 1919-May 1920, and in Oct. 1921; (3) photostats of charts made in Sept. and Oct. 1918; (4) blueprints of charts made during June and July 1920 and Jan. 1921; (5) photostats of charts made in Oct. 1921 containing information relating to the plants of the Bethlehem Shipbuilding Corp.; and (6) photographs of the tracings on the boards in group 2. Arranged by group as described, thereunder by district, and thereunder chronologically by date of chart or by type of vessel. The boards in group 2 and the photographs in group 6 are numbered from 1 to 65. Charts in each group for vessels built in "agency," concrete, Japanese, and Chinese shipyards are placed after those for the districts.

REPRODUCTIONS OF STATISTICAL CHARTS. 1917-20. 7 ft.

257

Blueprint, photostatic, mimeographed, and "planographed" copies of statistical reports, charts, tables, and drawings, relating to all phases of the statistical and informational work done in the Construction Organization. Included are tables and lists showing contracts by various types, estimates of deliveries, number of employees in various shipyards, shipbuilding program by tonnage groups, progress reports of various kinds, and binders labeled "Shipyard Plants," "Shipyard Data," and "Launching Data." Arranged in part numerically by table or list number, but for the most part, unarranged.

GENERAL "PROGRESS CHARTS." Nov. 1917-Jan. 1919. 2 ft.

258

Charts and tables showing construction progress for vessels by monthly or semimonthly periods. In three groups as follows: (1) charts showing the percentage of completion of each hull by semimonthly period, Dec. 1, 1917-Apr. 1, 1918, arranged chronologically, thereunder by district, and thereunder by hull number; (2) photostatic copies of tables showing the percentage of hull completion and the percentage of net progress by month, arranged by district and thereunder alphabetically by name of company; and (3) blueprints of graphs showing the cumulative progress and the monthly progress by deadweight tonnage for each contractor, arranged by district and thereunder alphabetically by name of company.



ASSIGNMENT PROGRESS ("TASK") REPORTS. 1918-20. 3 ft. 259

Construction progress was measured by allotting a monthly task to each shipbuilder and recording the measure in which he accomplished it. The task was determined for each vessel by dividing the tonnage under contract by the number of months between the date of keel-laying and of delivery, and accomplishment was measured by the actual placement of material and machinery in the vessel. The reports show the percent of the task accomplished by month and are arranged by type of vessel. For each type of vessel there are statistics for individual vessels, for all the vessels contracted for by one company, and for the vessels built in each district, with figures for the country as a whole.

SHIP DESIGN DRAWINGS. 1918-20. 1 ft. 260

Design drawings and charts for vessels under construction for the Emergency Fleet Corporation. In two groups: (1) drawings of requisitioned vessels and those built in Japan, arranged chronologically from early 1918 to early 1919; and (2) drawings of contract vessels, 1918-20, arranged numerically, 1001 to 1128.

#### Records of the Shipyard Plants Division

To get the necessary ships built during the war period, the Emergency Fleet Corporation tripled the number of shipways and doubled the number of shipyards existing at the beginning of the period, mainly by providing financial assistance to private shipbuilders. One hundred seventy-nine yards were aided by means of loans secured by mortgages, by direct investment in plant improvement, or by allowance for plant building in a ship construction contract. The Corporation also provided for the construction of several so-called "agency yards," the best known of which was the Hog Island plant of the American International Shipbuilding Corp. These agency yards (also known as fabricating plants) were built by private interests but with funds of the Fleet Corporation. Agents of the Corporation supervised both work and expenditures.

Responsibility for the technical supervision and control over these building operations was delegated to the Shipyard Plants Division of the Construction Organization. Its duties included the control of plant and fire protection work; the collection of statistical information on existing shipyards and their operation; the design of new plants; the provision of electrical power for shipyards; the dredging of shipyard properties; the construction of drydocks, marine railways, and repair plants; and, after the war was over, the disposal of the Fleet Corporation's interests in plants and plant improvements.

The organization of the Division was relatively stable. Adm. H. H. Rousseau was Manager from June 8, 1917, until April 30, 1919, when he resigned and his former assistant, Capt. R. E. Bakenhus, became Manager. By the end of 1919 most of the Division's staff was engaged either in the disposal of plants owned by the Corporation or in the supervision of the construction of drydocks, marine railways, and repair plants. On February



4, 1920, plant disposal activities were transferred to the Supply and Sales Division. On February 15, 1920, the Shipyard Plants Division was abolished and H. B. Miller, formerly head of the Dry Dock and Marine Railway Section, became head of a Shipyard Plants Section. The latter Section was abolished on April 1 of that year, but its work was carried on by the same staff under Mr. Miller as Assistant Manager of Construction until July 1, 1920, and under J. S. Stull after that date. On October 12, 1920, such shipyard matters as still remained were taken over by Peter Berg as Assistant in Charge of Yards and Docks. His office was abolished at the end of December 1921, when the construction of drydocks was completed.

LAND-TITLE RECORDS. 1917-19. 2 ft.

261

Copies of deeds, leases, mortgages, and contracts, pertaining to land used for shipyard plants, together with related maps, correspondence, and reports. Arranged alphabetically by name of company.

GENERAL RECORDS. Apr. 1917-Dec. 1922. 137 ft.

262

Correspondence, reports, charts, blueprints, drawings, statistical tables, notes, and memoranda, relating to plant construction and operation and to the other activities of the Shipyard Plants Division. The series includes most of the early material concerning plants that was originally kept in the "Old General File" described in entry 179, as well as material accumulated after the Standard Files Classification was adopted. Records concerning a number of special subjects were filed separately for the use of certain sections of the Division. The groupings as thus made have been maintained in the present series, the records in each group arranged numerically according to the Standard Files Classification and thereunder by district, name of company, or subject. At the beginning of each group are copies of the classification scheme and an alphabetical subject index to it. The groups are as follows: (1) general construction and operation, June 1917-Oct. 1922 (75 ft.), with enclosures in envelopes at the end; (2) transportation of labor, Nov. 1917-Nov. 1922 (2 ft.); (3) fire protection, Aug. 1917-Sept. 1920 (6 ft.); (4) plant protection, July 1917-Aug. 1920 (2 ft.); (5) housing, Apr. 1917-June 1920 (2 ft.), consisting mainly of earlier records than those described in entry 280; (6) dredging, May 1917-Dec. 1920 (5 ft.); (7) health and sanitation, Jan. 1918-Dec. 1920 (5 in.), chiefly correspondence and reports for the 5 weeks in 1918 when the Health and Sanitation Section was a part of the Shipyard Plants Division rather than of the Industrial Relations Division; (8) drydocks, Jan. 1918-Dec. 1922 (35 ft.), including records pertaining to the construction of graving docks, floating drydocks, and marine railways; and (9) marine railway, Feb. 1919-Dec. 1922 (5 ft.). The indexes described in entry 189 also index the records in this series by name of correspondent and subject.

CARTOGRAPHIC RECORDS. 1917-28. 1 ft.

262a

Published nautical charts of harbors, ports, and coastal areas of the United States, annotated to show improved or changed harbor facilities and the location of the different shipyards and other marine harbor activities. Arranged alphabetically by area. A 3" x 5" card catalog lists the



maps by name of city or area and by name of shipyard.

GENERAL CORRESPONDENCE REGARDING FABRICATING PLANTS. Aug. 1917-Sept. 1918. 3 ft.

263

Relates to all phases of the construction of fabricating plants (also known as "agency yards"). The three original fabricating plants were at Hog Island, Pa. (operated by the American International Shipbuilding Corp.), at Bristol, Pa. (operated by the Merchant Shipbuilding Corp.), and at Newark Bay, N. J. (operated by the Submarine Boat Corp.). The records are arranged according to a numerical classification scheme, Nos. 500-599 for the Hog Island plant, 600-699 for the Bristol plant, 700-799 for the Newark Bay plant, and 800-899 for a few records under "Fabricating Plants General."

GENERAL RECORDS OF THE POWER SECTION. June 1918-Mar. 1919. 1 ft.

264

Correspondence, reports, memoranda, and notes, regarding power conditions and requirements in shipyards, power plants, and other industrial plants. F. W. Ballard was appointed Power Specialist on June 26, 1918, and, with a number of experts, formed a Power Section in the Shipyard Plants Division in September of that year. He resigned at the end of November but the Section continued until the middle of the next year under the supervision of G. H. S. Rollason, Assistant to the General Manager. The records are arranged alphabetically by name of company.

POWER SECTION REPORTS. June 1918-May 1919. 3 ft.

265

Reports on power conditions and needs, with exhibits and related correspondence and notes. The reports are arranged by subject as follows and thereunder as indicated: (1) power conditions in shipyard plants, by district; (2) power situation in Philadelphia, including several folders, by company, and an "Informational File Accumulated by Walter N. Polakov in Preparation of a Report on the Philadelphia District"; (3) special reports, by subject; (4) outside reports, unarranged; (5) activity reports of the work of the Power Section and its individual members, chronologically; and (6) miscellaneous reports on various subjects, unarranged.

INSPECTION REPORTS MADE BY THE NATIONAL BOARD OF FIRE UNDERWRITERS. Oct. 1918-Feb. 1919. 4 in.

266

Reports concerning fire protection at shipyard plants, prepared by the board's agents. The reports include narrative descriptions, plans, maps, and photographs. The National Board of Fire Underwriters offered its services to the Emergency Fleet Corporation without charge on Sept. 22, 1917, and C. T. Bissell of the board's staff became the Corporation's Advisory Engineer on Fire Protection. In March 1919 the last of the board's engineers was withdrawn. The reports are arranged by arbitrarily assigned numbers.

RECORDS RELATING TO PLANT EXTENSIONS AT SPARROWS POINT AND ALAMEDA. May 1918-Feb. 1919. 5 ft.

267

Correspondence, plans, reports, notes, drawings, specifications, and other records, relating to the construction of plant extensions at Sparrows



Point, Md., for the Bethlehem Shipbuilding Corp. and at Alameda, Calif., for its subsidiary Union Iron Works. The construction at Alameda was begun in June 1918 by the Aberthaw Construction Co., with Monks and Johnson as the designing engineers. In October the construction was canceled. The records in this series were apparently assembled as an exhibit for use in the later suits of the Bethlehem Shipbuilding Corp. against the Emergency Fleet Corporation and the counter suits of the Fleet Corporation against that corporation. For the most part the records are unarranged. Correspondence relating to the cancellation of the Alameda contract is described in entry 268.

CORRESPONDENCE RELATING TO CANCELLATION OF THE ALAMEDA CONTRACTS. Oct. 1918-Apr. 1919. 2 ft.

268

Correspondence pertaining to the cancellation or alteration of the Alameda contract, subcontracts, and orders. The cancellation of the main contract by the Emergency Fleet Corporation on Oct. 10, 1918, made necessary the cancellation of many of the subcontracts, but much of the material ordered was accepted and used for other purposes. The records in this series, like those described in entry 267, appear to have been assembled for use in court or claims settlements. Arranged alphabetically by name of company except for material in folders labeled "Salvage" and "Cancellation," which are at the beginning of the series.

#### Records of the Records and Progress Section

The Records and Progress Section was the main statistical and reporting unit of the Shipyard Plants Division. The Section originated with the work of E. H. Sparfeld, who joined the Division as a resident engineer on October 20, 1917, and later became head of a Program Section. In February and March 1918 the Program Section began a system of keeping "Progress and Schedule Charts." The preparation of other tabulations of shipyard progress and of contract information was continued by J. Warren Jones, who became head of the Records and Progress Section about the middle of 1918. The Section went out of existence when the Shipyard Plants Division was abolished on February 15, 1920, but a few of its functions were continued by various staff members of the Shipyard Plants Section.

REFERENCE MATERIALS. 1917-20. 5 ft.

269

Reports, memoranda, administrative orders, tables, notes, and work sheets, relating to such phases of the operation of shipyard plants as leases, contracts, construction progress and expenditures, equipment, dredging, fire and plant protection, budgets, and annual reports. Arranged alphabetically by subject. The material relating to annual reports is of particular interest because of the information it contains about the work and administration of the Shipyard Plants Division.

PROGRESS REPORTS ON PLANT CONSTRUCTION FOR SHIPYARDS TO BUILD CONCRETE VESSELS. 1918-19. 3 in.

270

Narrative reports showing the weekly progress of plant construction at yards holding contracts to build concrete vessels. A few of the reports



contain charts, tables, and forms. Arranged alphabetically by name of company.

"STATUS AND PROGRESS" REPORTS ON PLANT CONSTRUCTION. 1917-18. 1 ft. 271

Itemized form reports showing in detail the progress of plant construction, together with some notes and correspondence pertaining to contracts and construction. Arranged by subject of report as follows: (1) "Shipways," (2) "Plant," thereunder by district and thereunder by contract number, (3) "Installations," (4) fabricating plants, (5) concrete ship plants, (6) "Compressed Air" (data relating to plants that used), and (7) "Miscellaneous Contracts with Plant Provisions."

PROGRESS CHARTS OF PLANT CONSTRUCTION. 1917-18. 1 ft. 272

Blueprints of charts and plans showing progress in the construction of shipways and plant buildings, together with some correspondence and a few narrative reports. Arranged numerically by contract number. The indexes described in entry 182 apply to these records; lists of contract numbers are with the indexes.

REPORTS ON PLANT EQUIPMENT AND CAPACITY. July 1918-Jan. 1920. 5 ft. 273

Form and narrative reports giving detailed information as to the number of ways, drydocks, machine and boiler shops, and other plant equipment and facilities at each shipyard. Charts indicating the "percentage of completion of information" for each yard are included. The records are in two groups, one consisting of "Plant Equipment and Capacity" (Form F379) reports arranged by district, with one folder containing forms for fabricating plants; and the other group consisting of revised forms, with related narrative reports and some blueprints of layout charts and location maps, arranged alphabetically by name of company.

REPORTS ON REPAIR PLANT EQUIPMENT AND CAPACITY. Feb. 1919-June 1920. 2 ft. 274

Form and narrative reports giving detailed information as to the shops, buildings, machinery, tools, equipment, and power facilities of ship repair plants, together with some blueprints of layout charts and location maps and related correspondence. Arranged alphabetically by name of company.

SHIPYARD LOCATION CHARTS. 1918-19. 1 ft. 275

Copies of outline maps traced from Coast and Geodetic Survey or War Department charts, showing the location of each shipyard. Arranged in two groups, revised and unrevised, and thereunder by district and yard number. At the beginning of the series is a list of the yards, arranged by district and thereunder by yard number.

PLANT-LAYOUT BLUEPRINTS. 1918-19. 3 ft. 276

Blueprints of plant-layout drawings on which are shown ways, docks, derricks, and principal buildings. In three groups, the last two apparently revisions of the first. Within each group the blueprints are arranged by district and thereunder by yard number. A list of the yards by district and yard number is a part of the series described in entry 275.



REPORTS CONCERNING THE FINANCIAL STATUS OF SHIPYARDS. Mar.-Nov. 1920.  
2 in.

277

Detailed reports concerning the financial status of each shipyard in 1920. They include synopses of contracts, lists of authorizations for expenditures, and information relating to plant and ship construction progress and to supplies and materials on hand. Arranged alphabetically by name of plant.

RECORDS RELATING TO FINANCES. Oct. 1918-Jan. 1919. 2 in.

278

Reports, notes, charts and tables, and worksheets, pertaining to the financial administration of housing and transportation projects, plants, drydocks, and marine railways and to the preparation of the budget for the Shipyard Plant Division for the fiscal year 1920. Arranged by subject as listed.

QUESTIONNAIRES AND FORMS. 1918-20. 2 ft.

279

Mimeographed data sheets and forms, answers to questionnaires dated Jan. 28 and Mar. 15, 1919, and related notes, correspondence, and charts, concerning the financial interests of the Emergency Fleet Corporation in shipyard plants. The questionnaire of Jan. 28, 1919, was sent to district plant engineers. Information on the completed questionnaires included general layout drawings with indications of extensions provided for at Government expense, and reports as to the amount, source, purpose, and utilization of financial assistance and the progress of the construction provided for. The questionnaire of Mar. 15 called for similar information. The records are in three groups: (1) miscellaneous, arranged by district with material relating to foreign shipbuilding companies at the end of the group; (2) answers to the January questionnaire, arranged by district and thereunder alphabetically by name of company; and (3) answers to the March questionnaire arranged by district with material relating to drydocks, marine railways, and equipment installations at the end of the group.

### Records of the Passenger Transportation and Housing Division

The Passenger Transportation and Housing Division had its beginnings as an Advisory Housing Committee appointed in the fall of 1917. In December of that year J. Rogers Flannery became head of a small Housing Department in the Emergency Fleet Corporation. In February 1918 the Department was reorganized and became part of a new Department of Housing and Transit Facilities. The Housing Act of March 1, 1918, authorized the Emergency Fleet Corporation to purchase, requisition, or lease land; to acquire or build houses and housing facilities for its shipyard employees; and to manage and dispose of such properties. Similar authority over transportation facilities for shipyard workers was given the Corporation in April, and on May 7, 1918, the Department was reestablished as the Division of Passenger Transportation and Housing. A. Merritt Taylor was head of the Division; J. Rogers Flannery and G. T. Seely were assistants in charge of housing and transportation, respectively.

The Division remained stable until 1920, with Investigation, Engineering, Transportation, and Construction Branches. When the Merchant Marine



Act of June 5, 1920, authorized the sale of all Emergency Fleet Corporation property except vessels and terminated the building authority granted by the Housing Act, large-scale disposition of housing projects began. In July 1920 the Division was renamed Transportation and Housing Operations, with operating emphasis on sales. By 1925 what was left of the Division was transferred to the Finance Department under the supervision of the Treasurer of the Emergency Fleet Corporation.

GENERAL RECORDS. 1917-26. 66 ft.

280

Correspondence, reports, notes, tables, and memoranda, relating to the general activities of the Division. More of the records relate to housing than to transportation projects. Arranged according to the numerical scheme used in the "Old General File" (entry 179) for the Construction Organization. Subject groupings, with the file numbers and dates, are as follows: (1) correspondence with cities (250.1-350.1), 1917-19, relating to offers of housing facilities, rents, values of housing, and dealings with architects and engineers; (2) general correspondence (501.1-615.1), 1917-20, relating principally to the beginnings of housing projects; (3) reports and drawings regarding housing needs and plans of agency yards (2104.1-2104.3), 1917-19; (4) memoranda and reports concerning housing administration, also known as the "Flannery File" (7580.4-7735.1), 1917-18, with a list of topics at the beginning of the group; and (5) a general file mainly for the period 1919-22 but with some material extending to 1926, relating primarily to the sale and rental of housing and transportation projects and to the liquidation of the Division. The records in this series are indexed by the indexes described in entry 182. Additional records relating to housing are described in entry 262.

"GENERAL PROJECT FILE." 1917-22. 59 ft.

281

Correspondence, memoranda, reports, and related papers, concerning the planning, construction, and management of housing and transportation projects. These records, together with those described in entry 280, constitute the main files of the Division, and, with the photographs described in entry 283, comprise the bulk of the records retained. Arranged numerically by a double number system, the first number of which signifies the firm for which the project was constructed and the second a particular subject. A card index to these records is described in entry 282. Housing projects are listed in appendix IV by name of project and by name of company for which they were built.

INDEX TO GENERAL PROJECT FILE. 1917-21. 5 in.

282

These cards, 3" x 5", index the records described in entry 281. The index is in three parts: (1) arranged numerically by classification number, (2) arranged alphabetically by name of shipyard plant, and (3) arranged numerically by subnumber (subject).

PHOTOGRAPHS OF HOUSING PROJECTS. 1918-20. 40 ft.

283

Photographs of houses and housing projects. For the most part they are positive prints, backed by linen, of (1) completed houses and housing developments, arranged by project number in 3 binders; and (2) houses and



projects under construction, arranged by project number and thereunder by picture number. A partial list of the photographs in the second group is at the end of the series. Some of the photographs in the first group are duplicated by some of the progress photographs described in entry 192.

REPORTS OF THE INVESTIGATIONS BRANCH. 1917-18. 3 ft. 284

Mainly reports on housing requirements at shipyards. The Investigations Branch determined the housing needs for workers at the various shipyards and, on the basis of its reports, housing construction was or was not begun. Also included are reports dealing with the origin, progress, and administration of the Branch. The reports are arranged in two groups; general and district; the district reports are arranged by district number and thereunder by project number.

GENERAL CORRESPONDENCE OF THE INVESTIGATIONS BRANCH. 1918. 3 ft. 285

Correspondence, including some notes and memoranda, relating to the work of the Branch. Arranged in two groups, the first alphabetically by subject and the second numerically by district number and thereunder by project number.

WEEKLY PROGRESS REPORTS. 1918-19. 1 ft. 286

Weekly reports on the progress of housing and transportation projects. Arranged by a decimal system, 60.2 to 64.41, to which no key has been found. The arrangement, however, is approximately chronological.

LABOR COST REPORTS. 1918-19. 10 in. 287

Contain tabulated breakdowns of wage rates and labor costs on each project. Arranged numerically by project number.

GENERAL RECORDS OF THE DESIGN BRANCH. 1918-19. 3 ft. 288

Correspondence, memoranda, reports, charts, and drawings, relating to the planning and architectural design of housing projects and individual houses. Arranged for the most part numerically (Nos. 501-1 to 513-1 of the classification scheme used for the "Old General File" described in entry 179); one group of records is arranged by district. The card indexes described in entry 182 apply to the records in this series. See also the records described in entries 280 and 281.

RECORDS RELATING TO BONDS AND MORTGAGES. 1919-21. 2 ft. 289

Certifications, with related correspondence, and reports that bonds and mortgages were paid or satisfactorily funded. These records, together with those of the Accounting and Statistics Branch described in the next entry, are useful for tracing the cost and disposition of particular projects. Arranged according to a numerical scheme, Nos. 6200-1 to 6204-1, similar to that used for the "Old General File" (entry 179); the index described in entry 282 also applies to the records in this series.

GENERAL RECORDS OF THE ACCOUNTS AND STATISTICS BRANCH. 1919-21. 7 ft. 290

Correspondence, reports, memoranda, tables, and statistical charts, relating to general accounting and statistical reporting for the various



housing and transportation projects, particularly housing. Arranged according to a numerical scheme, Nos. 6205 through 6434, similar to that used for the "Old General File" (entry 179); the index described in entry 282 also applies to the records in this series.

HOUSING CONTRACTS. 1918-20. 2 ft. 291

Contracts for the construction of housing projects, arranged by project number except for a miscellaneous group at the end of the series.

SPECIFICATIONS. 1918. 2 ft. 292

Specifications for housing construction. In two groups, one arranged by project number and the other by contract number.

LIST OF CONTRACTORS. 1918-20. 7 in. 293

A list, on 3" x 5" cards, of building contractors and subcontractors engaged in the construction of housing projects. Arranged alphabetically by name of contracting firm.

#### Records of the Supply and Sales Division

The Supply Division within the Construction Organization was created on June 12, 1918, through a combination of the Purchasing Division (established in May 1917), the Production Division (established in January 1918), and the Transportation Division (established in November 1917). The new Division was responsible for the procurement and delivery of materials for ship construction. At the close of the war the Division was reduced in size and was so altered in purpose that by May 1, 1919, it was abolished and a new Supply and Sales Division was established to dispose of surplus materials as well as to procure them. G. H. S. Rollason was Manager until January 1920 when he was succeeded by Raymond H. Weins. After April 1920 the work of the Division gradually decreased and by the end of 1921 most of its functions were handled by a Material Sales Division, which functioned for the entire Fleet Corporation until the end of 1922, at which time that Division was abolished.

Most of the Division's records, including those of its district offices, have been disposed of. Certain records relating to personnel, plant mortgages, capacity reports, and standardization have, however, been retained. Some of the records were transferred to the Department of Claims and are described as a part of the Department's records (entries 126-132).

RECORDS RELATING TO PLANT PRODUCTIVE CAPACITY. 1918. 5 ft. 294

Completed questionnaires, with related correspondence and reports, concerning the productive capacity of machine tool, engine, turbine, and boiler plants throughout the country, and correspondence and reports concerning productive capacity in general. The Research and Investigation Division conducted this research on factory production early in 1918 but the function was soon taken over and greatly expanded by the War Industries Board. Arranged alphabetically by name of plant.



RECORDS RELATING TO MORTGAGES. 1919-22. 7 ft.

295

Correspondence, questionnaires, mortgage propositions, progress charts, and other records of the Inventory and Appraisal Section, relating to mortgages on shipyard plants and equipment and to the sale of Emergency Fleet Corporation plants and equipment. The questionnaires are arranged by questionnaire number, the first digit of which signifies the district wherein the plant was located; the mortgage propositions are arranged numerically (Nos. 422.51-422.51.8) according to the Standard Classification Scheme used for the "Decimal General File" (described in entry 181) and also by code number (1-6903); the charts and miscellaneous material are unarranged.

CORRESPONDENCE RELATING TO SALVAGE STEEL CLAIMS. 1920-21. 8 in.

296

Correspondence and a few reports of the Inventory and Appraisal Section relating to appraisals for the disposal of surplus and salvage steel and to claims arising from such disposal. Arranged numerically according to the Standard Classification Scheme used for the "Decimal General File" (entry 181) and thereunder by claim number.

REPORTS MADE BY THE STANDARDIZATION BRANCH. 1918. 2 ft.

297

Reports made as of Nov. 20, 1918, together with related correspondence, concerning the standardization of equipment, machinery, engines, raw materials, and types of tests. John A. Stevens, who was appointed Standardization Engineer on Sept. 12, 1918, named committees to report on these subjects. Arranged according to a numerical classification scheme, a key to which is at the beginning of the series.

CORRESPONDENCE OF THE SUPPLY AND SALES ADVISORY COMMITTEE. 1921. 1 ft.

298

This Committee, with R. E. King as Chairman, reported on how the disposal and allocation of materials among claimants was carried out by the Supply and Sales Division. The correspondence is arranged alphabetically by title of Fleet Corporation organizational unit or by name of firm.

CORRESPONDENCE OF THE YOUNGSTOWN DISTRICT OFFICE. 1918-20. 2 ft.

299

Relates to personnel and payroll matters and includes reports of changes in personnel. Arranged alphabetically by name of employee, with change forms at the end of the series.

#### Records of the Fir Production Board

The Fir Production Board was an independent Government agency closely related to the Emergency Fleet Corporation. It handled the procurement and supply of fir lumber for the Corporation and other Government and Allied agencies. The Board was an outgrowth of the Fir Emergency Committee, or Douglas Fir Emergency Bureau, a voluntary unit formed by the West Coast Lumbermen's Association in July 1917 to handle Government orders for fir lumber from the Pacific Northwest. The Committee had its main offices at Tacoma, Wash., although it maintained an office in Washington, D. C., headed by Lynde Palmer. In February 1918 the Board was created, with J. H. Bloedel



as Chairman. Headquarters offices were set up at Seattle, Wash., and Portland, Oreg. The records and organization of the Committee were transferred to Seattle, and the Board retained Mr. Palmer as its representative in Washington, D. C. The Board handled all questions relating to the lumber embargo of December 1917 and acted as the agent of the War Industries Board in releasing lumber from option from November 1918 to January 1, 1919, when optioning ceased. The Seattle office was closed in April 1919 and the Portland office in August of the same year. Many of the routine records of the Board relating to orders, shipments, and releases from the embargo have been destroyed.

GENERAL CORRESPONDENCE OF THE PORTLAND OFFICE. Dec. 1917-July 1919.

4 ft.

300

Relates to the fixing of prices for lumber, the general policies of the Board, the Board's relations with other Government agencies, the expediting of payments and collections, and general policy as to lumber orders. Arranged in the following groups and thereunder as indicated: correspondence about general subjects, July-Dec. 1918, alphabetically by subject; correspondence about expediting, Dec. 1917-July 1919, by area (Portland and Seattle) and thereunder alphabetically by name of mill; and correspondence about lumber orders, Feb. 1918-Feb. 1919, alphabetically by name of person or company.

CORRESPONDENCE OF THE SECRETARY'S OFFICE AT PORTLAND. Dec. 1917-July 1919.

2 ft.

301

Correspondence regarding lumber orders for West Coast shipyards and for airplanes for the Signal Corps, together with interoffice communications with the Seattle and the Washington, D. C., offices, that were maintained by the office of the Board's secretary; and general correspondence of Jay S. Hamilton, Special Representative in Charge of the Lumber Embargo, Dec. 1917-Feb. 1918, and secretary of the Board at Portland, Feb. 1918-Apr. 1919. The records in this series relate to such subjects as traffic, orders, shipments, policies, organization, and reports, and include a copy of a report made by Mr. Hamilton describing the work of the Board for the Emergency Fleet Corporation. The correspondence of Mr. Hamilton, which comprises more than half of the series, is arranged alphabetically by name of person, company, or subject. The other records are arranged by general subject or office, thereunder alphabetically by name of company, and thereunder in general chronologically.

REPORTS OF FIELD SUPERVISORS TO THE PORTLAND OFFICE. Feb.-Nov. 1918.

1 ft.

302

Reports and related correspondence received from the Board's field supervisors, whose duty it was to stimulate the production of fir lumber for aircraft at the sawmills in the Portland area and also to check on the aggregate capacity of the mills. The reports show the supply and quality of logs in each mill, the number of freight cars loaded, the checks made to discover defects of airplane stock, whether or not all possible stock was cut, and, sometimes, morale and labor conditions. Arranged alphabetically by name of mill.



LEDGERS OF ORDERS AND SHIPMENTS. Oct. 1917-Aug. 1919. 2 ft. 303

Record books and ledgers kept under the general supervision of O. A. Prince, auditor at the Portland Office. They relate to the work of the Board at both Portland and Seattle. The ledgers show the orders and shipments by month, whether or not they were completed, and the originating office. The record books show the date of the shipment, the name of the consignee, and the car number; some books show the distribution of orders and segregate the orders by type, as aircraft, ship, and miscellaneous. The series also includes a folder containing copies of instructions for the distribution of various documents (placements, orders, invoices, and the like). Entries in the ledgers and record books are arranged chronologically.

CIRCULARS. Jan. 1918-Feb. 1919. 8 in. 304

These circulars were used both as administrative orders to the personnel of the Board and its predecessors at all its offices and as questionnaires or explanatory letters to the lumber mills. This series was kept at the Seattle office. Arranged numerically by circular number, 1-109.

RECORDS OF J. H. BLOEDEL. Jan.-June 1918. 10 in. 305

General correspondence, orders, memoranda, and notes of Mr. Bloedel, president of the Bloedel-Donovan Lumber Co., who took over the supervision of the lumber embargo in January 1918 and became Chairman of the Fir Production Board, with headquarters at Seattle, in the middle of February. He resigned about June 15, 1918. His records relate mainly to administration and to the drafting of orders and questionnaires. Arranged alphabetically by name of company or person.

RECORDS OF C. W. STIMSON. 1918. 3 ft. 306

General correspondence, reports, orders, and memoranda of Mr. Stimson. He became the Shipping Board's Special Representative in Charge of the Lumber Embargo in December 1917 and the secretary to the Fir Production Board at Seattle in March 1918. He was a member of the Board from June 1918 until he resigned at the end of December 1918. His records concern the prices of lumber, points of policy as they concerned orders, surveys and reports of mill capacity, the lumber embargo, and reports of field supervisors. They are in three groups: (1) those accumulated by Mr. Stimson as secretary, arranged alphabetically by subject or name of person; (2) those accumulated while he was a member of the Board and supervisor of field representatives, arranged alphabetically by subject or name of person; and (3) general reference materials, arranged by subject and thereunder chronologically.

GENERAL CORRESPONDENCE OF THE SEATTLE OFFICE RELATING TO THE LUMBER EMBARGO AND RELEASES. Dec. 1917-Nov. 1918. 2 ft. 307

General correspondence of the Board and its predecessor Bureau with sawmills regarding policy as to the lumber embargo and releases from it. When the Shipping Board decided to build wooden ships, it placed a complete embargo on certain sizes of Douglas fir lumber to ensure an adequate supply of that material. On Dec. 16, 1917, C. W. Stimson was appointed a



Special Representative in Charge of the Lumber Embargo and mills were forbidden to cut or to ship any fir lumber until they were granted a release. When the Fir Production Board was established in Feb. 1918 it took over the supervision of the embargo. The embargo ended on Nov. 9, 1918, but the War Industries Board took an option on all such lumber and the Fir Production Board acted as its agent in releasing from option until about Jan. 1, 1919, when all optioning ceased. The correspondence is arranged alphabetically by name of mill or lumber company.

REPORTS OF FIELD SUPERVISORS TO THE SEATTLE OFFICE. Jan.-Nov. 1918.

2 ft.

308

Reports showing fir lumber cut by mills, Jan.-Aug. 1918; reports showing the capacity of mills in the Washington area, July-Nov. 1918; and reports and related correspondence received from field supervisors. Except for the first group of reports, which show total amounts of lumber cut, the reports are similar to those received in the Portland Office (see entry 302). The first two groups are arranged chronologically; the last group, alphabetically by name of mill.

CORRESPONDENCE OF H. E. POST. Feb. 1918-Jan. 1919. 8 in.

309

Correspondence of Mr. Post, auditor and office manager at the Seattle office, regarding office expenses, allocations of costs, and Fir Emergency Committee (or Bureau) orders completed by the Board. Part of Mr. Post's salary was paid by the West Coast Lumbermen's Association to wind up the affairs of the Fir Emergency Committee. Arranged alphabetically by subject or name of person; correspondence relating to orders is at the end of the series.

RECORDS OF LYNDE PALMER. July 1917-Jan. 1919. 3 ft.

310

Correspondence, reports on shipments and orders, a ledger of Government orders, notes, and memoranda of Mr. Palmer, who in June 1917 became a lobbyist in Washington, D. C., for the city of Tacoma and a representative of the West Coast Lumbermen's Association. From July 1917 until February 1918 he represented the Fir Emergency Committee (or Bureau), after which he became the Washington representative of the Fir Production Board. Mr. Palmer served as a clearinghouse for the transmittal of fir lumber orders to the Board from the War Industries Board and the Emergency Fleet Corporation, and also received reports from the Board's offices at Portland and Seattle as to the status of orders and shipments. He turned his records over to the Supply and Sales Division of the Fleet Corporation in January 1919. The correspondence and notes are unarranged; the reports are arranged in general chronologically. The ledger has an index by name of company on the inside of the front cover.

Records of Representatives at Agency Shipyards

The actual construction of ships and shipyard plants was supervised by the Emergency Fleet Corporation through a system of authorized representatives, district offices, resident representatives and engineers, and special representatives. Of these the authorized representatives at the



fabricating or agency yards were the most unique and their records represent a good many "firsts" in construction work.

The plan of George W. Goethals, General Manager of the Corporation, to speed the construction of steel cargo vessels was adopted in mid-1917. Under his plan the plants of large steel fabricators were to be utilized in order to construct standardized parts of vessels, which were then to be assembled at a few large shipyards. The idea was a fairly common one and numerous plans were submitted in the spring of 1917. Among them were those of Henry R. Sutphen, of the Submarine Boat Corp.; George J. Baldwin, of the American International Shipbuilding Corp., the New York Shipbuilding Co., and Stone and Webster; and W. A. Harriman, of the Union Pacific Railroad, who had already reached an understanding with the American Bridge Co. for the production of steel parts for assembly elsewhere. These three men, in consultation with engineers of the Emergency Fleet Corporation, proposed plans for yards and designs for vessels, and the contracts for the agency yards were finally signed in September 1917. The three contracts were similar and provided that three companies, the Merchant Shipbuilding Corp. (with a plant at Bristol, Pa.), the Submarine Boat Corp. (with a plant at Newark Bay, N. J.), and the American International Shipbuilding Corp. (with a plant at Hog Island, Pa.) were to act as agents for the Fleet Corporation in the construction of shipyards and the building of fabricated vessels.

The seventh article of each contract provided that the Emergency Fleet Corporation should maintain a number of inspectors at each of the three yards to supervise and assist in the construction. One inspector at each yard was designated as the Emergency Fleet Corporation representative and he became known as the "authorized representative." At first each inspector at a yard made his report separately, but in February 1918 all agency representatives were placed under the direction of Adm. F. T. Bowles, Assistant General Manager of the Emergency Fleet Corporation, and the various representatives reported to him through the authorized representative.

At the Merchant Shipbuilding Corp. yard at Bristol, Pa., H. E. Frick was appointed authorized representative in September 1917 and Wilson Smith became resident engineer in October of that year. In January 1919 Mr. Frick was transferred to the Hog Island yard of the American International Shipbuilding Corp. and G. K. Nichols became the authorized representative at the Bristol yard. On April 5, 1920, he was succeeded by Leslie C. Robertson, who was in turn succeeded by H. W. Faus in July 1921. Mr. Faus served until the final settlement of accounts with the Merchant Shipbuilding Corp. in December 1922, after which the office of the agency representative was closed. On February 29, 1919, the office had been removed from the jurisdiction of Admiral Bowles to that of the Manager of the Delaware River District within the Construction Organization, where it remained until September 1, 1919; until July 15, 1920, it was under the jurisdiction of the Assistant to or the Assistant Manager of Construction; and thereafter until its close it was under the Delaware River District Manager.



At the Submarine Boat Corp. yard at Newark Bay, N. J., Daniel H. Cox was appointed authorized representative on September 24, 1917, and George A. Duncan became resident engineer. John Hunter, who succeeded Mr. Cox on November 12, 1917, was succeeded by H. D. Higgins on January 1, 1918. On June 20, 1918, George B. Palmer became the authorized representative and on July 14, 1919, he was succeeded by John Sanders, Jr. Mr. Sanders served until the office of the agency representative was closed in August 1922. The place of the office in the organization of the Emergency Fleet Corporation followed the same general pattern as that of the Bristol yard except that it was under the New York District Manager.

At the American International Shipbuilding Corp. yard at Hog Island, Pa., William B. Ferguson was appointed authorized representative on September 24, 1917, and at about the same time P. L. Reed became resident engineer. In January 1919 Mr. Ferguson was succeeded by H. E. Frick, who in turn was succeeded by Frederick Morris on May 8, 1919. Mr. Morris continued to serve during the liquidation and disposal period until the office of the agency representative was closed in the summer of 1922. After November 30, 1920, he was also the special representative of the Supply and Sales Division at Hog Island. The place of the office in the organization of the Fleet Corporation followed the same general pattern as that of the Bristol yard.

Records Maintained by the Authorized Representative for the Merchant Shipbuilding Corp.

GENERAL RECORDS. Aug. 1917-Dec. 1922. 25 ft. 311

Correspondence, reports, notes, memoranda, charts, drawings, blueprints, and statistical tables, relating to all phases of plant, vessel, and housing facilities construction at the Bristol plant of the Merchant Shipbuilding Corp. At the end of the series are separate groups of records relating to hull construction, and to machinery and equipment. Arranged by type of construction (plant, vessel, and housing facilities) and thereunder alphabetically by subject. A card list of filing topics with cross references, and a card index (to the records relating to engines and hulls only) are described in entry 312. In the "Old General File" described in entry 179 there is a useful list of filing topics in an envelope marked "Bristol."

INDEXES TO THE GENERAL RECORDS. Aug. 1917-Dec. 1922. 7 in. 312

A card list, containing notes and cross references, of the subjects used in filing the general records described in entry 311, and a card index to the groups of records relating to engines and hulls. Each set of cards is arranged alphabetically by subject.

RECORDS RELATING TO PLANT CONSTRUCTION. Sept. 1917-Dec. 1922. 10 ft. 313

Correspondence, reports, notes, memoranda, charts, and drawings, pertaining to the construction of the Bristol plant. The series apparently began as the personal file of the resident engineer and became a general



file relating to plant construction matters that supplements the series described in entry 311. Arranged alphabetically by subject. The card list of filing topics described in entry 312 is also useful for this series.

RECORDS OF ROBERT E. KLINE. Oct. 1917-Apr. 1918. 2 ft.

314

Correspondence, reports, memoranda, and notes of Mr. Kline, who was plant engineer during the early construction period. His records relate to the construction of the Bristol plant. Arranged alphabetically by subject.

HOUSING RECORDS. Oct. 1917-May 1920. 5 ft.

315

Correspondence, reports, notes, and memoranda, pertaining to the construction of housing accommodations and of utility services at Harriman, Pa., an entire town built for employees of the Bristol yard. Arranged alphabetically by subject. The card list of filing topics referred to in entry 311 is also useful for this series.

PROGRESS PHOTOGRAPHS. Oct. 1917-Dec. 1919. 2 ft.

316

Photographs of plant construction at the Bristol yard and of housing and utility construction at the Harriman townsite. A few of the photographs are duplicated in the series described in entry 192. Arranged by number of photograph (approximately chronologically).

RECORDS OF HULL AND ENGINE INSPECTORS. Aug. 1918-Feb. 1921. 3 ft.

317

Reports, drawings, notes, memoranda, and correspondence, relating to inspections, tests, and surveys of hulls and engines. Arranged by hull number, 1-40 (Emergency Fleet Corporation Nos. 597-636), and thereunder by subject.

RECORDS OF E. C. KILLIN. Feb. 1918-Mar. 1921. 3 ft.

318

Correspondence, reports, notes, and memoranda of Mr. Killin, assistant authorized representative, relating particularly to the inspection and testing of hulls and machinery. A complete set of monthly reports of the authorized representative, Sept. 1917-Mar. 1921, is included. Arranged alphabetically by subject.

RECORDS RELATING TO CONTRACTS. Sept. 1917-Nov. 1922. 1 ft.

319

Copies of the main contract between the Emergency Fleet Corporation and the Merchant Shipbuilding Corp. and of subcontracts entered into by the latter corporation as agent, with related correspondence, notes, and memoranda pertaining to the negotiation, interpretation, and execution of these contracts. The main contract and material related to it are at the first of the series, followed by the subcontracts arranged alphabetically by name of subcontractor.

CORRESPONDENCE RELATING TO CANCELLATION OF GROUP TWO CONTRACTS. Apr. 1919-May 1922. 3 ft.

320

Correspondence and related material pertaining to the suspension or cancellation of subcontracts entered into by the Merchant Shipbuilding



Corp., and to claims arising therefrom. The Emergency Fleet Corporation had contracted for 20 vessels beyond the original 40, and it was the later cancellation of this part of the contract which gave rise to the claims. Arranged alphabetically by name of company.

MISCELLANEOUS FINANCIAL AND PROPERTY RECORDS. 1918-22. 4 ft. 321

Financial statements, memoranda of accounts and accounting methods, deeds, leases, property valuation statements, and itemized plant cost statements. Arranged as listed.

RECORDS RELATING TO ACCIDENT COMPENSATION. Jan. 1919-Aug. 1921. 8 ft. 322

Correspondence pertaining to the administration of the office of the compensation supervisor; case files containing reports, correspondence, notes, memoranda, and a summary of the case; and a volume containing copies of drafts for compensation payments to injured workmen. Thomas G. Smith, of the Insurance Section of the Fleet Corporation, was compensation supervisor at the Bristol yard to handle accident compensation for workers engaged in plant, housing, and vessel construction. The correspondence is arranged alphabetically by subject; the case files, alphabetically by name of worker.

EMPLOYMENT REGISTRATION CARDS. 1918-20. 48 ft. 323

Cards, 5" x 8", used by the Merchant Shipbuilding Corp. in lieu of personnel folders for persons employed by the corporation. Service with the corporation was not considered Federal Government service; the cards are useful in determining an individual's Government service as opposed to his service in private industry. Each card is signed by the employee and shows his name and address, the name and address and relationship of person to notify in case of emergency, the employee's age, country of birth, color, marital status, amount of education, name and address of previous employer and kind of employment, date of employment with the corporation and the kind of employment, rate of pay, and date and reason for termination of employment. Arranged alphabetically by name of employee.

EMPLOYMENT SERVICE CARDS. 1918-20. 12 ft. 324

Cards, 3" x 5", used by the Merchant Shipbuilding Corp. to show the service record of an individual with the corporation. To some extent these cards duplicate those in the previous series, but they contain additional records of transfers within the corporation. They have the same use as those in the previous series. Each card shows the employee's name and dates of service in particular types of work. Arranged alphabetically by name of employee.

Records Maintained by the Authorized Representative for the Submarine Boat Corp.

GENERAL RECORDS. Sept. 1917-Aug. 1922. 55 ft. 325

Correspondence, reports, charts, drawings, tables, notes, and memoranda, pertaining to the construction of plant equipment, buildings, and ships



at the Newark Bay plant of the Submarine Boat Corp. Arranged numerically according to the Standard Classification Scheme used in the "Decimal General File" described in entry 181. Indexes are described in entry 326.

INDEXES TO THE GENERAL RECORDS. 1917-22. 1 ft. 326

An index, on 3" x 5" cards, arranged alphabetically by general subject titles of the Standard Classification Scheme; an index to the "requirements file" (file No. 311), arranged alphabetically by name of ship; and a list of subjects, on 3" x 5" cards, arranged numerically by classification number. All three groups index the records described in entry 325. The indexes described in entry 182 are also useful.

Records Maintained by the Authorized Representative for the American International Shipbuilding Corp.

REPORT OF THE ENGSTROM-HOLT CO. 1919-22. 6 ft. 327

Report of Engstrom-Holt Co. of New York, a private auditing and management engineering firm, relating to the purchasing, supply, and building procedures at the Hog Island plant of the American International Shipbuilding Corp. It contains detailed analyses of procedures and audits of selected cases and is useful for all aspects of the history of "Hog Island," the largest of the Emergency Fleet Corporation's agency yards. The report, in typed form and indexed, is in 34 volumes and is illustrated with photographs and charts.

RECORDS RELATING TO CONTRACTS. 1917-22. 5 ft. 328

Copies of the main contract between the Emergency Fleet Corporation and the American International Shipbuilding Corp. and of subcontracts entered into by the latter corporation as agent, with related correspondence, notes, and memoranda pertaining to the negotiation, interpretation, and execution of these contracts. The main contract, followed by related material, is at the first of the series and is followed by the subcontracts, arranged alphabetically by name of subcontractor.

INDEX TO PERSONNEL FOLDERS. 1917-20. 86 ft. 329

An index, on 3" x 5" cards, used by the shipbuilding corporation as a guide to the personnel folders for its employees. The folders have been destroyed, but the cards contain the employee's name, date of birth or age, date and type of employment, and pass number. They are useful in determining whether an individual was in Government service or in private industry. Arranged alphabetically by name of employee except for about a foot of cards at the end of the series that were apparently removed during 1917 and 1918 and later returned, unarranged.

Records of District Offices Within the Construction Organization

At first there were 11 district offices within the Construction Organization (the number was later reduced to 8), as follows: 1, New England; 2, New York; 3, Middle Atlantic; 4, Southern (at first Eastern and Western Section



and Gulf Section); 7, Southern Pacific; 8, Northern Pacific; 9, Great Lakes; 10, Delaware River; and 11, Oregon.

The district organization in the beginning included agents responsible to the major home office divisions as: a district officer, responsible to the Division of Steel Ship Construction; a district supervisor, to the Division of Wood Ship Construction; a district plant engineer, to the Shipyard Plants Division; a district auditor, to the Auditing Division; and a district representative, to the Industrial Relations Division. Later the position of district manager was established and the other field agents were responsible to him. Resident inspectors and engineers at individual plants also reported to the district manager.

Most of the records created by the districts have been disposed of as they were essentially duplicated in the home office records. The reports of the managers, certain records relating to personnel, and a few other records, described below, have been retained.

#### RECORDS OF THE DISTRICT OFFICES. 1917-22. 55 ft.

330

Reports of the district managers, forms and correspondence relating to personnel, and miscellaneous records relating to the Fusey and Jones Co. of Wilmington (Delaware River District). Included are the district plant engineer's reports for the Middle Atlantic District and a complete set of the reports of the authorized representative at the Hog Island plant of the American International Shipbuilding Corp. (Delaware River District). A few of the records are duplicated by materials in the general files described in entries 179 and 181. The records are arranged numerically by district and thereunder by type of material.

#### Records of the Office of the Special Representative in Japan and China

The Emergency Fleet Corporation purchased 15 vessels from Japanese contractors in April 1918 and in May of that year signed contracts with 13 Japanese shipbuilding companies for the construction of 30 vessels in Japanese shipyards. Partial payment was to be made with steel. The contracts for vessels already built or in process of construction called for the release to Japan of one ton of steel for every dead-weight ton of ship; contracts for vessels to be built required the release of one ton of steel for every two dead-weight tons of ship. A similar contract for four steel vessels was signed with a Chinese shipbuilding company in Shanghai in July 1918.

The construction of the vessels was at first superintended by the Naval Attache at Tokyo, but in September 1918 the Emergency Fleet Corporation appointed its own representative, John A. McGregor, with virtually full power. He did not arrive in Japan, however, until February 1919, and on the 20th he took over the supervision from Comdr. F. J. Horne. Mr. McGregor, who remained until June 12, 1920, served also as supervisor of repairs to Shipping Board vessels in Japanese ports. M. A. Perry succeeded



him and remained in Yokohama until December 1920. On December 21 Mr. Perry moved his headquarters to Shanghai and remained there until early January 1922, when the office of the special representative was closed.

The records of the office include those received from the Northern Atlantic and the Southern Pacific Districts within the Construction Organization, relating to the vessels purchased from Japanese and Chinese contractors.

These vessels were accepted at district ports after they arrived from the Orient and after necessary repairs and alterations had been made. The district records created in these processes were placed with the records of the Office of the Special Representative in Japan and China in 1923 or 1924 and have remained there.

RECORDS OF COMDR. F. J. HORNE. 1918-19. 1 ft. 331

General correspondence and copies of contracts and specifications maintained by Commander Horne, the Naval Attaché in Tokyo. They relate to preliminary contract negotiations and construction details. Arranged according to the State Department's decimal system of subject classification.

RECORDS OF THE SPECIAL REPRESENTATIVE IN JAPAN AND CHINA. 1919-21. 6 ft. 332

General correspondence, inspectors' reports, and progress charts, relating to the construction of Emergency Fleet Corporation vessels in Japan and China, the general administration of the representative's office, insurance, deliveries of steel, and instructions. Arranged numerically by subject number, with an index at the beginning; a small group of records relating to the repair of vessels is at the end of the series and is arranged alphabetically by name of vessel.

PLANS OF JAPANESE-BUILT VESSELS. 1919-21. 2 ft. 333

Blueprints of hull, equipment, machinery, and engine plans for vessels built in Japan. Arranged by name of vessel.

STATISTICAL TABLES RELATING TO JAPANESE- AND CHINESE-BUILT VESSELS. 1919-22. 1 in. 334

Tables showing for each vessel built in Japan and China the contract number for the hull, the Fleet Corporation hull number, the dead-weight tonnage, and the dates of keel-laying, launching, trial trip, and acceptance by the Corporation. Unarranged.

CONTRACTS. 1918-21. 8 in. 335

Duplicate originals of contracts signed with Japanese and Chinese shipbuilders, together with copies of supplemental contracts. Unarranged.

INSURANCE POLICIES. 1919-22. 2 in. 336

Copies of insurance policies covering the voyages of Japanese- and Chinese-built vessels from Japan and China to delivery ports in the United States. Arranged by name of contractor.



ACCOUNTING RECORDS. 1919-21. 7 in. 337

Account sheets showing the receipts and expenditures of Corporation funds by the special representative, together with the expense accounts of his staff and some correspondence relating to financial matters. Arranged chronologically by month.

RECORDS RELATING TO RECONDITIONING CHARGES. 1921-22. 4 in. 338

Correspondence, statements, and worksheets, relating to the costs of reconditioning Japanese-built vessels delivered at Seattle and San Francisco. These costs were not charged against the Japanese contractors. Arranged mainly by port of delivery and thereunder alphabetically by name of vessel; the worksheets are at the end of the series and are unarranged.

RECORDS OF THE NORTHERN ATLANTIC DISTRICT RELATING TO JAPANESE-BUILT SHIPS. 1920-21. 2 in. 339

Correspondence relating to the preparation of Japanese ships for service, copies of contracts, equipment lists, and bills of sale. Arranged by subject.

RECORDS OF THE SOUTHERN PACIFIC DISTRICT RELATING TO JAPANESE-BUILT SHIPS. 1920-21. 2 ft. 340

General correspondence relating to the acceptance and reconditioning both of vessels purchased from Japan and of the vessels built there and delivered in San Francisco, invoices, equipment lists, certifications, and memoranda relating to steel shipment and radio installations. Arranged alphabetically by subject except for a small group at the end of the series that is arranged according to the Standard Classification Scheme used in the series described in entry 181.

#### Records of the Legal Division

The Legal Division was created within the Construction Organization on August 20, 1917, to deal with all legal questions, including those affecting contracts, claims, and labor. The Division was under the jurisdiction of the Vice President in Charge of Administration. In October 1919 it took over the duties of the Assistant in Charge of Contracts and a Contract Branch was established. On February 1, 1920, the Division was abolished and its functions became a part of the Law Division of the Emergency Fleet Corporation under the jurisdiction of the Secretary.

"OLD GENERAL FILE." 1917-19. 6 ft. 341

Correspondence, reports, memoranda, and notes, relating mainly to the legal aspects of ship construction, procurement of materials, foreign contracts, shipping patents, claims, insurance, cancellations of contracts, construction of shipyard plants and facilities, and the construction of housing and transportation facilities. Included also are records relating to the administration and personnel of the Division. Arranged numerically according to the classification scheme used in the "Old General File" described in entry 179. The indexes to that series (described in entry 182) are useful as finding media for these records of the Legal Division. See



entry 343 for a description of some records that were removed from this file.

"DECIMAL GENERAL FILE." 1918-20. 3 ft.

342

This file, created after the Standard Files Classification was adopted in Nov. 1919, contains correspondence, reports, memoranda, and notes, relating to the legal aspects of subjects similar to those mentioned in entry 341 and also to mortgages and problems arising from the curtailment of construction and the settlement of claims. Arranged numerically according to the classification system mentioned above. Copies of the classification scheme and an alphabetical index to it are at the beginning of the series. The indexes described in entry 189 may also be used for this series. Most of the records earlier than Nov. 1, 1919, were not reclassified and remain in the series described in entry 341. See entry 343 for a description of some records that were removed from this file.

"COMPANY FILE." 1917-20. 39 ft.

343

General correspondence, reports, and memoranda, relating to the legal problems arising from the construction activities of the Emergency Fleet Corporation and the administrative problems of the Legal Division. The records are the result of a consolidation of parts of files described in entries 341 and 342. Arranged alphabetically by name of company or person. A few folders relating to miscellaneous subjects are at the end of the series. The indexes described in entries 182 and 189 are to some extent a guide to the records.

#### Records of the Contract Division

Analysis of construction contracts was carried on by a Committee on Contracts under Samuel L. Fuller until August 20, 1917, at which time the Contract Division was established. In addition to taking over the work of the Committee, the Division negotiated contracts for machinery, equipment, and reconversion; and reviewed applications for the transfer of the registry of vessels and for permits to build vessels for foreign and for non-Shipping Board account. In the course of its work the Division inspected facilities, investigated the financial status of construction companies, and acted as arbitrator in wage disputes. On May 1, 1919, the functions of the Division were taken over by the Assistant in Charge of Contracts in the office of the Vice President for Administration; in October of that year a Contracts Branch was set up in the Legal Division.

GENERAL RECORDS (THE "OLD, DECIMAL, AND COMPANY GENERAL FILE"). 1918-20. 27 ft.

344

Mainly general correspondence, reports, memoranda, and notes, relating to the negotiation of contracts for vessel construction, machinery, and equipment; the inspection and investigation of companies; and the administration of the Contract Division. There are also envelopes containing plans, photographs, copies of leases, specifications, and other items that were received as enclosures. The first part of the series (4 ft.) is arranged numerically according to the classification scheme used in the "Old



General File" described in entry 179; the second part (10 in.) is arranged numerically according to the Standard Files Classification adopted in Nov. 1919; and the third part (22 ft.), a consolidation of parts of the first two groups and other records, is arranged alphabetically by name of company. The enclosure envelopes for each group are arranged similarly to the records in that group. The indexes described in entries 182 and 189 are useful finding media; copies of the Standard Files Classification and an alphabetical index to it are at the beginning of the series. The register described in entry 345 is also useful as a guide to the records in this series.

DAILY REGISTER. May 28, 1918-Apr. 29, 1919. 5 in.

345

Two notebooks that contain daily summaries of the activities of the Contract Division and the daily reports of the Assistant Manager. Arranged chronologically.

#### Records of the Industrial Relations Division

The Industrial Relations Division within the Construction Organization was the outgrowth of sections, branches, and groups (some in existence as early as April 1917) that were concerned with obtaining and maintaining an adequate labor supply. The Emergency Fleet Corporation thus had to concern itself with adjusting labor disputes, training shipyard workers and instructors, establishing and enforcing wage scales, supervising safety and sanitary standards, and preventing unfair labor practices. On May 27, 1918, the Division of Industrial Relations was established under the general jurisdiction of the Vice President in Charge of Administration, with Leon C. Marshall in charge. It absorbed the Industrial Service, Health and Sanitation, and National Service Sections, and included in addition an Education and Training Section and a Community Relations Section.

The Division functioned by means of a small executive staff, its various sections, and a large field force. After the war the Division was reduced sharply in size and on May 1, 1919, it was abolished. The few remaining functions were handled through J. C. Jenkins, in the Director General's Office, until November 20, 1919, when they were absorbed by a new Division of Industrial Relations that was responsible directly to the United States Shipping Board.

ADMINISTRATIVE REPORTS. May 1918-Feb. 1919. 1 ft.

346

Weekly reports of the Division and its sections, including reports of changes in personnel (Sept. 1918-Feb. 1919), monthly statements of expenses, and related correspondence and memoranda. Arranged by type of report and thereunder chronologically.

SHIPYARD EMPLOYMENT REPORTS. Dec. 1917-Nov. 1919. 5 ft.

347

Were submitted periodically by each shipyard. They contain statements as to the number and distribution of employees, the average attendance, and the number of workers hired or discharged. Until Feb. 1919 the reports



are arranged alphabetically by name of company, thereunder alphabetically by name of plant, and thereunder chronologically; from Mar. 1919 they are disarranged.

STATISTICAL REPORTS ON SHIPBUILDING LABOR. 1918-19. 2 ft. 348

Monthly reports of "Employees engaged in ship and plant construction, with office employees and others," and "deadweight tonnage per man, per year, and number of men per way" for employees engaged in Emergency Fleet Corporation construction. There are separate reports for steel, wood, and composite shipyards and totals for districts and individual yards. The first report shows in addition the average attendance for various types of work, the percentage of attendance, and the amount of turnover. The second report also shows the total average number of shipbuilders and the total deadweight tonnage per yard per month. The reports are arranged chronologically; the tabulations for 1919 are incomplete.

SHIPBUILDING EMPLOYMENT TABLES. 1918-19. 6 in. 349

Form charts showing weekly for each shipyard the number of employees, the number hired and discharged, the daily attendance, the distribution of employees, the number of additional employees required, and the number of employees working in different shifts. Arranged chronologically by quarter and thereunder alphabetically by name of shipyard. Of the tables for 1919 only those for the second quarter are present.

GENERAL RECORDS. Apr. 1917-Nov. 1919. 61 ft. 350

Correspondence, reports, and memoranda, pertaining to labor relations, labor conditions, labor administration, and all phases of the work of the sections and branches of the Industrial Relations Division. Arranged numerically according to the scheme followed in the "Old General File" described in entry 179, in three groups as follows: (1) file numbers 350-1 to 367-3, relating primarily to persons outside the Emergency Fleet Corporation (1 ft.); (2) file numbers 18000-1 to 19985-1, relating primarily to labor conditions in particular shipyards (10 ft.); and (3) file numbers 53000-1 to 55999-1, relating to general activities of the Division (50 ft.). A list of subject titles is at the beginning of each group of records. Some of the indexes referred to in entry 182 contain references to the records in the first two groups. An index to the last group of records is described in entry 351 and a card list of subject titles for that group is described in entry 352. A list of file titles for part of these records is a part of the series described in entry 186.

INDEX. 1917-19. 10 ft. 351

This index, on 3" x 5" cards, relates to the third group of records described in entry 350. Arranged alphabetically by name of correspondent or subject.

FILING TITLES. 1917-19. 1 ft. 352

A list, on 3" x 5" cards, of the filing titles used in the third group of records described in entry 350. Arranged numerically by file number, an arrangement that is also, in general, alphabetical.



REFERENCE MATERIALS. June-Dec. 1918. 3 ft.

353

Reports, notes, charts, and related correspondence and memoranda that were accumulated by A. B. Wolfe, who was engaged in research and investigation work for the Industrial Relations Division. They relate to the administration and organization of the Investigation Branch and of the Industrial Relations Division as well as to the progress of plant and vessel construction and industrial relations activities both within and without the Emergency Fleet Corporation. Unarranged.

RECORDS OF THE INDUSTRIAL SERVICE SECTION. July 1917-Oct. 1918. 9 ft. 354

General correspondence, reports, notes, memoranda and charts pertaining to the work of the Industrial Service Section, which was set up in the summer of 1917 under Meyer Bloomfield. The Section was concerned primarily with the collection and dissemination of information on the supply of labor, the demand for labor, and the handling of questions relating to deferred military service classification for shipyard workers and transfers of workers from army cantonments. The records are in two groups, the first arranged numerically according to a classification scheme (indexed by the series described in entry 355) and the second arranged alphabetically by subject.

INDEX TO THE RECORDS OF THE INDUSTRIAL SERVICE SECTION. 1917-18. 2 ft.

355

These cards, 3" x 5", index the first group of records described in entry 354. The cards are arranged alphabetically by name of person or subject.

RECORDS OF THE EMPLOYMENT MANAGEMENT BRANCH. Jan. 1918-May 1919. 4 ft.

356

General correspondence, reports, and memoranda, pertaining to the work of the Employment Management Branch. This Branch began early in 1918, under D. L. Hoopingarner, to study, supervise, and assist employment management in shipyards. Later it helped to develop standard practice in connection with such management and to find properly trained employment managers. The records are in two groups, the first arranged alphabetically by subject or name of correspondent and the second arranged by district and thereunder alphabetically by name of shipyard.

RECORDS OF E. E. McNARY. 1918. 1 ft.

357

Correspondence, reports, memoranda, worksheets, and notes of Mr. McNary, who was head of an Industrial Training Section from late 1917 to the middle of 1918 and again after 1919. His records relate to the establishment of instructor-training programs and training centers in various parts of the country to teach the trades necessary to shipbuilding. Unarranged.

RECORDS RELATING TO INSTRUCTOR TRAINEES. Dec. 1917-Nov. 1918. 8 ft. 358

Form reports, notes, memoranda, and correspondence, regarding the experience of men being trained as instructors in the various shipyards. Arranged alphabetically by name of trainee.



REPORTS RELATING TO TRAINING WORK. Apr. 1918-Apr. 1919. 5 ft. 359

Statistical reports of work done by trainees, weekly reports on trainees (Apr. 1918-Feb. 1919), weekly reports of conversion work, bonus reports, reports on welders being trained, and a card record of welding training. The first "Instructor Training Center" opened at Newport News on Nov. 15, 1917. The Fleet Corporation paid shipbuilders a bonus of \$5 per day for each man who completed the course; the employee's wages were paid by the shipbuilder during his training. The reports are for the most part arranged alphabetically by name of shipyard and thereunder chronologically by date of report.

RECORDS OF THE ELECTRIC WELDING BRANCH. 1918-19. 1 ft. 360

Correspondence, reports, and memoranda relating to the work of the Branch. Training centers for electric welders were set up early in 1918 and somewhat later were placed under the supervision of H. M. Horner. The centers were closed in December 1918. Most of the series (10 in.) consists of a typed "Report on Electric Welding", in 22 parts, prepared by Capt. James Caldwell of the British Admiralty. He spent some months studying methods of electric welding as applied to ship construction and reported his findings to the Emergency Fleet Corporation. This report, prepared with the assistance of the staff of the Electric Welding Branch, is his final one to the Corporation. The other records in this series are unarranged.

GENERAL CORRESPONDENCE OF THE LABOR SECTION. Nov. 1917-Oct. 1918.

4 ft.

361

Correspondence and memoranda of the Labor Section, which had been established in late November 1917 to handle questions pertaining to the supply and distribution of labor, labor disputes, and training. After May 1918 the Section was primarily concerned with investigating labor conditions in shipyards and with adjusting labor disputes in plants manufacturing shipbuilding materials. In October 1918 the functions of the Section were taken over by the Labor Adjustment Branch. The correspondence is arranged numerically by subject number. A list of the subject titles and corresponding numbers is at the beginning of the series.

RECORDS OF THE LABOR ADJUSTMENT BRANCH. 1918-19. 10 in. 362

Copies of outgoing letters, Dec. 1918-Jan. 1919; office memoranda of the Industrial Relations Division, May-Dec. 1918; summaries of labor clauses in the contracts of the Northern Pacific District; "Record of Controversies for Reference (Summaries)," 1918-19; and "Labor Reports of Manufacturers Holding Contracts with the Supply Division," Feb. 1919. In October 1918 the Labor Adjustment Branch took over from the former Labor Section its functions, of which the most important was that of adjusting disputes in plants manufacturing shipbuilding materials. In March 1919 the Branch went out of existence. The records are arranged in the order described.

READING FILE OF THE FIELD MANAGER. Sept. 23-Dec. 30, 1918. 2 in. 363

Copies of outgoing letters of R. W. Leatherbee, who was in general charge of all field representatives of the Industrial Relation Division. Arranged chronologically.



"CONTROL BOOK" OF SHIPYARD LABOR INFORMATION. 1918-19. 1 ft. 364

Described in an office memorandum as "a compilation of data, gathered from various authentic sources, concerning activities in all the shipbuilding plants having contracts with the Emergency Fleet Corporation," the control book was to be kept up to date by entries made at least once a month. It consists of looseleaf binders containing the following tabulated information for each shipyard: name, location, contract and personnel information, number of employees, and data on working schedules, labor turnover, strikes or lockouts, scamping, general labor conditions, training, sanitary and health conditions, and employment management. The information is arranged by district, thereunder alphabetically by name of company, and thereunder by subject. Each binder contains a list of district offices.

RECORDS OF T. S. CRUM. June-Nov. 1918. 2 in. 365

Office files of Mr. Crum, a statistician employed in the Industrial Service Section on a per diem basis. They consist mainly of correspondence relating to the statistical activities of the Industrial Relations Division, but include also a folder of correspondence dealing with a pamphlet, "Restaurant Facilities for Shipyard Workers," written by Mr. Crum. The records are unarranged.

NEWSPAPER CLIPPINGS. Aug.-Dec. 1918. 2 ft. 366

Mainly clippings that were purchased from a Boston press clipping bureau by the Boston office of the Industrial Service Section, but including also copies of the "Daily Bulletin of Newspaper Articles," Aug.-Sept. 1918, that was distributed by the Investigation Service of the Industrial Relations Division. The clippings are mounted and are arranged by some 18 or 19 topics such as labor after the war, labor-women, labor-foreign, shipbuilding labor difficulties, transportation, and war industries, and thereunder chronologically. The daily bulletins are arranged in reverse chronological order.

RECORDS OF THE HEALTH AND SANITATION SECTION. 1918. 1 ft. 367

Reports on sanitary and medical care at shipbuilding plants, photographs of sanitary equipment, record cards of plant welfare facilities, and a small amount of the Section's administrative correspondence. Maj. Philip S. Doane was assigned to the Emergency Fleet Corporation as Medical Officer in November 1917. A Department of Health and Sanitation, established under his charge, became a part of the Industrial Relations Division in May 1918. Major Doane was replaced by Dr. L. L. Lumsden in November 1918 and in February 1919 the Section was succeeded by a Public Health Service Unit. The records are unarranged. Some correspondence and reports of the Section are among the general records of the Shipyard Plants Division described in entry 262.

RECORDS OF THE SAFETY ENGINEERING SECTION. Feb. 1918-Mar. 1919. 1 ft. 368

Correspondence, administrative memoranda, and notes, relating to the various phases of safety engineering, particularly to safety devices and



appliances. H. A. Schultz was made Chief Safety Engineer on Jan. 30, 1918, and in May he and his staff became part of the Industrial Relations Division. In June 1918 the Safety Engineering Section was established in the Division and functioned there until April 1919, when it was reestablished as a part of the Ship Construction Division. The records are arranged by subject and thereunder according to a numerical classification scheme, a copy of which is at the beginning of the series.

REPORTS FROM DISTRICT SAFETY ENGINEERS. May 1918-Mar. 1919. 8 ft. 369

Reports and related correspondence from district safety engineers concerning the safety conditions and programs at all plants, accidents, and time lost from injuries. Arranged numerically by district and thereunder for the most part alphabetically by name of company.

INFORMATION CARDS. 1918-19. 4 in. 370

Cards used by the field managers, giving names and addresses of the various representatives of the Industrial Relations Division in the districts and at the shipyards, as well as names and addresses of shipyards, names of owners or managers, types of vessels built, number of men employed, whether open or closed shops, and notes on attitudes toward labor. The cards are arranged by district and thereunder in general alphabetically by name of shipyard.

#### Records of the Shipbuilding Labor Adjustment Board

This independent agency, often known as the Macy Board, was established in August 1917 by agreement of the Emergency Fleet Corporation, the Navy Department, the American Federation of Labor, and the shipbuilders. Its functions were to regulate hours, wages, and conditions of labor in the shipbuilding industry. It collaborated very closely with the Industrial Relations Division of the Emergency Fleet Corporation, which administered the Board's awards during its existence and after it was terminated on April 1, 1919. The Board consisted of four members representing the public, labor, and two Government agencies (the Shipping Board and its Emergency Fleet Corporation, and the Navy Department). In each of a number of geographical districts examiners were appointed, either by the Board or by joint action of the contractors and the labor organizations of the district, to act as field officers of the Board. V. Everit Macy was appointed public member and Chairman of the Board on August 25, 1917. A. J. Berres represented labor, Franklin D. Roosevelt the Navy, and E. F. Carry (later Louis A. Coolidge) the Emergency Fleet Corporation. In September 1917 Prof. Henry H. Seager of Columbia University became the full-time executive secretary. In practice the Board's function was that of determining the proper wage for shipyard employees. To this end the Board promulgated a number of detailed wage scales. In February 1918 the costs of operating the Board were assumed by the Emergency Fleet Corporation and the Navy Department at the ratio of three to one. In August 1918 Leon Marshall, former head of the Industrial Relations Division, became the Emergency Fleet Corporation member of the Board and in September the district representatives of the Industrial Relations Division assumed the duties of the



Macy Board examiners. After the Board was terminated the district representatives enforced the Board's awards until October 1, 1919. The Industrial Relations Division also took over the custody of the Board's records and paid for the completion of a history of the Board's activities.

GENERAL RECORDS. Aug. 1917-July 1919. 9 ft. 371

Correspondence, reports, notes, and memoranda, pertaining to all aspects of the Board's work and its administration. The records are in two groups as follows: (1) correspondence from the field, arranged by district and thereunder by examiner, field officer of the Emergency Fleet Corporation, wood shipbuilding yard, steel shipbuilding yard, or labor union, and thereunder alphabetically by name of officer, company, trade, or labor union; and (2) home office records, arranged by Appeal Board, A. F. of L. and member unions, and Government agencies (all thereunder alphabetically by name of office); and administrative memoranda and correspondence with individuals (arranged alphabetically by name of correspondent).

TRANSCRIPTS OF HEARINGS. Oct. 1917; Mar.-Dec. 1918. 2 ft. 372

Copies of minutes of hearings before the Board or its Appeal Board, for the year 1918 unless otherwise noted, as follows: Appeal Board, Dec. 6-10; Atlantic Coast Shipbuilders Association, July 18; Bath, Mar. 15; Boston and vicinity, Mar. 14-15; draftsmen, June 25; Maine and New Hampshire, Mar. 18; Great Lakes and vicinity, Apr. 8-10; Portland, Oreg., Oct. 15-18, 1917; quartermen and leading men, Aug. 9; Seattle, Oct. 8-13; Seattle Metal Trades Council, Apr. 8; South Atlantic and Gulf Coast shipyards, Mar. 28-30; steam fitters on the Pacific Coast, Aug. 17; and presidents of international labor unions, Aug. 14-23. With the Seattle hearings are the minutes of a conference of July 18, 1918, between Charles Fiez and Charles Schwab and shipyard employees. Arranged as listed.

STATISTICAL CHARTS. 1917-19. 6 in. 373

Blueprints of charts showing labor trends, prices, wage scales, and the like. Unarranged.

RECORDS RELATING TO THE CODIFICATION OF DECISIONS AND AWARDS. 1918-19. 11 in. 374

Correspondence, reports, notes, and memoranda, pertaining to awards, decisions, and interpretations of the Board; worksheets and copies of the codification; a folder containing records relating to the organization and general activities of the Board; and a binder containing an indexed copy of the completed codification. The codification work was begun at the end of July 1918, suspended after a few weeks, and resumed after Apr. 1919. The work was completed in June 1919 by W. R. Kelly, who was on the staff of the Industrial Relations Adviser to the Director of the Emergency Fleet Corporation. Some of the records in this series are arranged by type or subject in labeled folders, but most of them are unarranged.

DECISIONS AND AGREEMENTS. 1917-19. 1 ft. 375

Copies of the decisions, awards, and agreements of the Board, with pertinent memoranda. They are in three groups as follows: (1) miscellaneous



copies, unarranged; (2) mimeographed copies, arranged by subject; (3) a few printed copies, unarranged; and (4) two binders containing typed and mimeographed copies, the first labeled "Complete Set of Decisions."

RECORDS RELATING TO THE HISTORY OF THE BOARD. 1917-19. 3 in. 376

Worksheets, drafts, and reference material relating to the organization and history of the Board, and correspondence pertaining to the preparation of the history, a copy of which is included. The secretary of the Board, Willard E. Hotchkiss, remained after Apr. 1, 1919, to compile a history of the Board's activities. In its final form the history was the joint product of Mr. Hotchkiss and his predecessor, Henry R. Seager. It was published by the Department of Labor in 1921 as History of the Shipbuilding Labor Adjustment Board 1917 to 1919 (Bureau of Labor Statistics Bull. 323).

REPORTS AND HEARINGS RELATING TO THE COST OF LIVING. 1917-18. 7 in. 377

Statistical and narrative reports on the cost of living, with related correspondence; reports of cost-of-living surveys made in New York, Philadelphia, and Seattle; and reports and exhibits used in the "Employers' Case, California Metal Trades Association, California Foundrymen's Association, before the U. S. Wage Adjustment Board, San F." Since the Board could make changes in wage scales according to changes in the cost of living, it had the Bureau of Labor Statistics make special cost-of-living studies for various parts of the country and hired a number of experts to conduct surveys in different areas. The records are arranged as described.

RECORDS RELATING TO PACIFIC COAST WAGE RATES. Aug. 1917-May 1919.

8 in. 378

Correspondence, reports, worksheets, notes, and memoranda, relating to wage rates in the Pacific Coast shipyards. Arranged alphabetically by subject or name of company.

RECORDS RELATING TO WAGE REIMBURSEMENT. 1918-19. 2 in. 379

Copies of the Handbook on Wage Reimbursement that were used in the North Atlantic, New England, South Atlantic and Gulf, Delaware River and Baltimore, and Great Lakes Districts and by the Newport News Drydock and Shipbuilding Co.; a compilation of "General Orders Governing Reimbursement to Shipbuilders for Increased Labor Cost," issued on June 7, 1918; and correspondence, notes, and memoranda pertaining to the drafting of these general orders. The Emergency Fleet Corporation was responsible to shipbuilders for most of the increases in labor costs resulting from decisions and awards of the Board. The Industrial Relations Division enforced the decisions; the Comptroller's Office handled the accounting problems and prepared the handbooks on wage reimbursement; and the Organization and Methods Section compiled and revised the general orders on reimbursement. The records in this series are arranged as described.

RECORDS RELATING TO WAGE SCALES. Oct. 1917-Apr. 1918. 3 ft. 380

Reports, memoranda, and correspondence relating to complaints, requests for wage increases, and other general wage matters; and lists of actual



wages paid ("Exhibits") for various types of work in individual shipyards, with related correspondence. The "Employers' Exhibits" were submitted by shipyard owners and the "Men's Exhibits" by trade unions in response to requests from the secretary of the Board. The reports and correspondence are arranged alphabetically by name of company; the "Exhibits" are arranged by district, thereunder as either "Employers'" or "Men's," and thereunder alphabetically by name of owner or type of work.

REFERENCE MATERIALS. 1917-19. 8 in.

381

Correspondence, reports, printed matter, worksheets, notes, and memoranda accumulated by the secretary of the Board. They are arranged by subject as follows: statistical tables on wage rates (by district), voluntary agreements, industrial training bulletins, piecework rates, unfair competition, wage memoranda, field personnel of the Industrial Relations Division, awards, distribution of Liberty Bonds, badges and medals for shipyard workers, and wage rates at the Newport News Drydock and Shipbuilding Co.

#### RECORDS OF THE OPERATIONS ORGANIZATION

The Operations Organization was comprised of those administrative units of the Emergency (Merchant after 1926) Fleet Corporation that supervised and controlled the operation of merchant vessels owned by or chartered to the United States Shipping Board. These units were either directly or indirectly under supervision of the Corporation's Vice President in Charge of Operations. Chief among them was the Division of Operations, which, under a Director of Operations and various Assistant Directors, apparently had overall responsibility for operating the Corporation's vessels. Other administrative units that at different times and under varying names were directly concerned with specific phases of vessel operation were the Traffic, Purchases and Supplies, Maintenance and Repair, Insurance, Ship Sales, Contract, and Advertising Divisions.

Most of the records relating to vessel operation are for the period 1917-26, but some series extend to October 25, 1936, when the Maritime Commission was established.

#### Records of the Division of Operations

The Division of Operations had its origins in the appointment by the Shipping Board of a group of special agents in March and April 1917, but its first organizational form was attained on August 3, 1917, as the Transportation Committee (later the Committee of Operations) of the Emergency Fleet Corporation. The Division of Operations was formally established on September 29, 1917. With relatively few changes either in name or duties it continued until the Maritime Commission was established in 1936. During this period the Division absorbed the Operating Department, which had dealt mainly with the appointment and assignment of personnel to vessels from 1918 to 1920; and took over the records of the Shipping Control Committee and the Chartering Committee. Operating logs of vessels,



1919-36, which were numbered as they were received by the Division, not as they were created, continued to be received by the Maritime Commission when that agency was established and are with its records in the National Archives.

MINUTES OF THE COMMITTEE OF OPERATIONS. Sept. 28, 1918-June 30, 1920.

6 in.

382

Two sets of attested copies of the Committee's minutes, each set bound in two volumes. The Committee was created by a resolution of the Trustees of the Emergency Fleet Corporation. This resolution gave the power and authority to operate and manage ships that was vested in the Corporation to a committee of four of the Trustees. As a result of the reorganization of the Shipping Board by the Merchant Marine Act of June 5, 1920, the Committee ceased to function after June 30 of that year. The minutes in each set are arranged chronologically.

RECORDS OF THE SHIPPING CONTROL COMMITTEE. 1918-19. 51 ft.

383

Reports and correspondence of the Committee, members of which were appointed by the Shipping Board early in 1918 to supervise the shipment of supplies, allocate vessels to cargoes and routes, and control the loading and discharge of American tonnage. When the Committee resigned in December 1918 most of its duties were transferred to the Operations Division. The records are arranged alphabetically in three groups, one by subject, one by name of company or commodity, and one by name of vessel.

RECORDS OF THE CHARTERING COMMITTEE. 1917-19. 123 ft.

384

Reports and correspondence of the Chartering Committee, members of which were appointed by the Committee of Operations in 1917 to control operations of all American vessels under 2500 tons and all neutral shipping in American foreign trade through the granting of charters and the fixing of charter rates. The Committee operated from September 1917 to March 1919. Its records are arranged alphabetically in three groups, one by subject, one by name of vessel, and one by name of company.

GENERAL FILE. 1917-34. 1,299 ft.

385

Correspondence, reports, notes, and memoranda, pertaining to all aspects of the operation of vessels by or for the Emergency Fleet Corporation and to the organization of the Division of Operations. The series is in three parts as follows:

1. The "Old General File," 1917-Jan. 15, 1920 (465 ft.), which is arranged according to a subject-numeric system. File number 21151 was used for an alphabetically arranged "Company File," containing correspondence with operating and managing companies and private and governmental organizations of all kinds, and number 21200 was used for an alphabetically arranged "Ship File," containing records that relate to particular vessels. Two small lots of records labeled "Interdepartmental" and "Miscellaneous," each arranged alphabetically by subject or name of correspondent, are at the end of the file. Alphabetical lists of general filing subjects are at the beginning of this part of the series. An alphabetical index to



these records is described in entry 388.

2. The "Marcus General File," Dec. 1, 1918-Jan. 15, 1920 (95 ft.), which is arranged numerically according to the classification scheme devised by Miss Olga Marcus, head of the Files Section. Two file numbers, 21151 and 21200, of the "Old General File" continued to be used, but otherwise the Marcus File became the general file for the Division. A copy of the classification scheme is at the beginning of this file. Many of the Division's units, however, kept records of importance in their own possession (see particularly the series described in entry 392).

3. The "Classified General File," Jan. 15, 1920-Aug. 1934 (739 ft.), which is arranged according to the Standard Files Classification as follows: (a) general records, arranged numerically; (b) correspondence with operating and managing companies, arranged alphabetically by name of company; (c) correspondence pertaining to particular vessels, arranged alphabetically by name of vessel (filed separately but classified as 7A); and (d) correspondence relating to and service records for licensed personnel (deck, engine, and steward) deferred from military service, arranged by type of personnel and thereunder alphabetically by name (filed separately but classified as 3A-3, "Licensed Personnel Deferred From Employment"). A mimeographed copy of the Standard Files Classification is at the beginning of the file as is also a list of the items filed under 1-Z-1 (Reports). An alphabetical card index to the records is described in entry 388; a card list of filing titles, in entry 389. Related materials, either removed from this group or very similar to it, are described in entry 386. Other records relating to vessel personnel for an earlier period are described in entries 405-410. The "Classified General File" succeeded the two described above and was the general file for the Division until 1936, when the Division was terminated. It contains few records after 1933, however, because most of the records after that date were placed with the general records of the Maritime Commission and are in the custody of that agency's successor, the Maritime Administration of the Department of Commerce.

GENERAL RECORDS OF THE EXECUTIVE OFFICE. 1920-25. 16 ft. 386

These records are of the same type as those described in entry 385. Some of them were originally part of the "Classified General File" described in that entry and some items in that file were taken from this series. The second index described in entry 388 contains some cards marked "Ex File" that relate to the records in this series. The records are in two groups, one arranged alphabetically by name of correspondent or of the person or organization concerned, and the other alphabetically by name of vessel.

"CONFIDENTIAL" RECORDS. July 1917-Oct. 1919. 1 ft. 387

These records were kept separate from the general file described in entry 385 because they were of a confidential nature. For the most part they consist of reports from the Office of Naval Intelligence and correspondence with that office, July 1917-Nov. 1918 (filed under No. 21077 of the "Old General File" described in entry 385); reports from the Intelligence Department of the Shipping Board and correspondence concerning investigations, June-Nov. 1918 (filed under No. 21542 of the "Old General File" described in entry 385); miscellaneous correspondence and reports



relating to charges of mismanagement, graft, and the like in the Fleet Corporation, Mar. 1918-Oct. 1919; copies of War Trade Board shipping agreements with the Governments of Denmark, the Netherlands, Norway, Sweden, and Switzerland, 1918-19; and copies of a weekly "Report on Tonnage" issued by the War Department General Staff, Jan. 9-Apr. 3, 1919. Arranged by type of material as described and thereunder chronologically.

CARD INDEXES TO THE GENERAL FILE. 1917-34. 29 ft. 388

Two indexes, on 3" x 5" cards, each of which is arranged alphabetically by name of correspondent or by subject. The first index is to the "Old General File" described in entry 385; the second one is to the "Classified General File" described in the same entry. Some of the cards in the second index are marked "Ex File" and they relate to the records described in entry 386.

LIST OF FILING TITLES. Jan. 15, 1920-Aug. 1934. 5 ft. 389

A list, on 3" x 5" cards, of the titles used for the "Classified General File" described in entry 385. Notations on some of the cards indicate that the records were filed in the series described in entry 386. The cards are arranged numerically according to the Standard Files Classification.

INDEX TO CORRESPONDENCE OF THE DEPARTMENTS. 1920-24. 35 ft. 390

This index, on 3" x 5" cards, relates mainly to the general records of those departments that remained separate from the Operations Division after 1924; namely, Traffic, Advertising, and Statistical (including the Central Records and Information Bureau) Departments. A card for each item filed contains a brief description of its contents, its date, its classification number, and a notation of the Department where it was filed. Arranged alphabetically in two groups, (1) by name of correspondent or subject, and (2) by name of vessel or subject. See entries 433, 460, and 486 for a description of the general records of the Traffic, Advertising, and Statistical (including those of the Central Records and Information Bureau) Departments, respectively.

REGISTER OF COMMUNICATIONS RECEIVED FROM FOREIGN OFFICES. 1921-29. 15 ft. 391

Cards, 3" x 5", on which briefs of the letters and reports from the foreign offices or agents of the Division of Operations were entered, with a notation as to whether the material was filed or was referred to a particular official or office for action. The cards are in three groups: (1) "London Letters," 1921, arranged numerically, (2) "London Letters," 1922-29, arranged chronologically, and (3) communications from other foreign offices or agents, 1921-29, arranged alphabetically by city in which the office was located and thereunder chronologically. Most of the items registered on these cards are in the series described in entry 385; copies of some of the items are with the general correspondence of the foreign offices of the Division (see entries 551 and 554-583).



RECORDS OF THE OFFICE OF THE DIRECTOR OF OPERATIONS. Oct. 11, 1917-

Jan. 1920. 15 ft.

392

Mainly correspondence, memoranda, and reports pertaining to all aspects of the operation of vessels by or for the Emergency Fleet Corporation and to the organization of the Division of Operations. The Director retained much significant material instead of sending it to the "Marcus General File" described in entry 385. Included are a small group of outgoing letters of Edward F. Carry, who served as the first Director of Operations from Sept. 29, 1917, to Aug. 3, 1918, and as Chairman of the Port and Harbor Facilities Commission of the Shipping Board from Apr. 30, 1918, to Jan. 11, 1919; correspondence of Paul Foley, 1917-19, relating to foreign countries and fueling; copies of telegrams sent by Mr. Foley as Director of Operations, Nov. 1920-Feb. 1921; some outgoing letters of E. F. Hawkins, Executive Assistant to the Director of Operations, Oct.-Dec. 1919; and some correspondence and reports of Semmes Steele relating to the acquisition of Japanese vessels, the negotiations for Swedish and Russian tonnage, and the importation of laborers from Mexico. The records in this series are arranged numerically according to the Standard Files Classification, a copy of which is at the beginning; a group of miscellaneous material, arranged alphabetically by name of correspondent, is at the end of the series.

RECORDS OF G. E. WHITELAM. 1919-20. 4 ft.

393

Mr. Whitelam was appointed in 1919 by the Chairman of the Shipping Board to make an exhaustive study of the personnel and the organization of the Operations Division. Partly as a result of his studies the Division was reorganized in February 1920. His records consist of copies of his reports, notes, and exhibits as they related to the organization of the Division of Operations in late 1919. The records relating to the Washington office are arranged alphabetically by name of branch; those relating to district offices are arranged by district office, in geographical order beginning with the North Atlantic District. There are no records concerning the Great Lakes and the Pacific Coast Districts.

RECORDS OF C. P. COWEN. 1920-24. 3 ft.

394

Office files of Mr. Cowen, who was an examiner and, from May 1920 to September 1923, Office Manager of the Division. His records consist of copies of outgoing letters relating mainly to the personnel and budgetary policies of the Division in this period; personnel lists and organization charts for the Emergency Fleet Corporation showing the total personnel and the total salaries for each major administrative unit, July 1920-June 1924; and monthly reports of expenditures by administrative units, September 1922-December 1924. Arranged by type of material and thereunder chronologically.

ORGANIZATION CHARTS. 1921-26. 1 in.

395

Show the number of employees and the total salaries of employees in each administrative unit, with the number and total salaries of employees to be added to or separated from the payroll and estimates of future changes.



The charts are in four groups, as follows: (1) for the entire United States Shipping Board and its Emergency Fleet Corporation as of June 15, 1921, May 1, 1922, and at semimonthly intervals from June 16, 1922, to July 16, 1924; (2) for field offices of the Operations Division in the United States as of June 15, 1921, and at semimonthly periods from June 16, 1922, to Jan. 16, 1924; (3) for the personnel of the "Laid-up Fleet" as of June 15, 1921, and at various intervals from June 16, 1922, to May 16, 1924; and (4) for miscellaneous offices, including the Office of the General Counsel and the Finance Department (as of July 1, 1923, and Aug. 1, 1926), and the Comptroller's Office (undated). Arranged by group as listed and thereunder chronologically.

REFERENCE MATERIALS. 1918-26. 9 ft.

396

Reports, memoranda, and transcripts of hearings, with related correspondence, pertaining to the Operations Organization as a whole but primarily to the Operations Division. The material was apparently maintained in the Office of a Vice President of the Emergency Fleet Corporation, Mr. Sheedy, who had overall supervision of the Division of Operations. The reports and memoranda relate to such subjects as operators' agreements, earnings of allocated vessels, army bases, material prepared by an investigating committee of Congress in 1924 relating to the grounding of the S. S. Leviathan and policies as to letting contracts and stevedoring, safety campaigns, and the accounts of various steamship companies. The transcripts include parts of those for hearings held before the Senate in 1918-19 and the House in 1919-20 and 1924-25, relating to the general activities of the Shipping Board and its Emergency Fleet Corporation, before the Shipping Board in 1922 relating to the revision of rules for the carriage of goods by sea, and before the Interstate Commerce Commission in 1921 regarding charges for wharfage at South Atlantic and Gulf ports. Unarranged.

ADMINISTRATIVE ORDERS. Jan. 1918-Aug. 1936. 13 ft.

397

Mimeographed, printed, and typed copies of administrative orders issued by the Shipping Board, the Emergency (Merchant after 1926) Fleet Corporation, and their various offices and administrative units, together with related notes and correspondence. These orders, assembled by the Operations Division from various sources, relate to construction activities of the Shipping Board and the Fleet Corporation as well as to their operation of vessels. There is one apparently complete set of orders and an almost complete duplicate set. Within each set home office orders come first, arranged by title in accordance with the list given in appendix II of this inventory and thereunder numerically (which is also, in general, chronologically). At the beginning of the series are subject lists of several of the groups of orders. There is no general index.

SAMPLE FORMS USED ON SHIPBOARD. 1919-21. 3 in.

398

Blank copies of logbooks, stores requisitions, engine reports, conduct reports, and other forms used in keeping records of the operation of vessels. Unarranged.



FINANCIAL REPORTS CONCERNING THE OPERATION OF VESSELS. 1920-23.

6 ft.

399

Reports concerning various phases of the operation of vessels for the Shipping Board, prepared usually by the General Comptroller of the Fleet Corporation. Included are reports entitled: "Estimated Vessel Earnings and Expense for Voyages Beginning Subsequent to March 1, 1920 and Terminating from August 1920 to February 1921"; "Statements of Results of Operations, Active Fleet, Feb. 1922-Feb. 1923"; "Statements by Trade Routes and Managing Agents, January-April 1922"; "Results of Operations by Trade Routes, July 1922-December 1923"; "U. S. Lines Statements, January 1922-October 1924"; and "Final Voyage Accounts for U. S. Lines Vessels," arranged alphabetically by name of vessel. The reports are arranged by title, with one or more reports for each title.

REPORTS ON OPERATING COSTS. 1927-32. 8 in.

400

Mainly reports, with accompanying worksheets, correspondence, memoranda, charts, and tables, concerning the operating costs of various companies that ran ships for the Merchant Fleet Corporation. Also included are two binders of "Comparative Statements of Voyage Results," 1927-32, arranged chronologically, and a small amount of reference material pertaining to the organization of companies operating under the 1930 agreement with the Shipping Board, arranged by name of company. The other records in the series are unarranged.

REPORTS ON OPERATING COSTS OF VESSELS OPERATED FOR THE AMERICAN RELIEF ADMINISTRATION. 1919-21. 2 in.

401

Reports, with related correspondence and memoranda, containing cost data, charts, and tables. They relate to vessels used to transport food and supplies to Europe for the American Relief Administration. Unarranged.

RECORDS RELATING TO THE COST OF THE U. S. ARMY TRANSPORT SERVICE. 1921-23. 2 in.

402

Include worksheets and other materials used in compiling information regarding the comparative cost of operating transport vessels by the Army and by private enterprise. Unarranged.

RECORDS RELATING TO "SPOT" AND "LAID-UP" VESSELS. 1921-24. 4 in.

403

Semimonthly reports giving maintenance expenses for laid-up vessels and other reports regarding the maintenance of the laid-up fleets and the preparation of "spot" ships (vessels supposed to be ready for operation on 24- or 48-hour notice). The semimonthly reports are arranged chronologically; the others are unarranged.

"TURNAROUND" EXPENSE TABLES. 1924-25. 4 ft.

404

Forms containing itemized tabulations of "Port," "Other," and "Cargo Expenses," with the voyage number and the dates of arrival and sailing for each vessel. Each table shows the record for a single vessel at a single port, although the record may cover several voyages. Arranged by geographical area and thereunder alphabetically by name of vessel. After the tables there are worksheets and compilations showing the ports of call used by



various operators, fuel consumption, and dimensions of vessels.

### Records of the Operating Department Relating to Vessel Personnel

During the early months of 1918 the Office of the Marine Superintendent supervised "manning, victualing and supplying" of vessels operated by the Shipping Board. By December 1918 a group of three offices had been set up to handle, respectively, "Deck, Engineering and Accounting Personnel" and a Committee on Personnel, composed of the heads of these offices and the head of the Sea Service Bureau of the Shipping Board's Recruiting Service, was appointed to have "general supervision over the assignment of officers and crews, systems of promotion, discipline, etc." By June 1919 there were three separate Departments--Deck, Engineer, and Purser's. The manager of the Purser's Department, George Eggers, became Assistant Director of Operations at the end of 1919 with general supervision of all three departments. On February 1, 1920, they were combined with several others to form a new Operating Department, which was shortly absorbed by the Division of Operations.

RECORDS OF GEORGE EGGERS. 1919-20. 6 ft.

405

Office files of Mr. Eggers, manager of the Purser's Department during most of 1919 and Assistant Director of Operations in charge of vessel personnel during the latter part of that year and the first half of 1920. His records relate to personnel and organization matters and include a group of applications for appointment as engineer or deck officer, together with related correspondence. With the applications are notices of appointment to some positions on board vessels, and records of service on those vessels. Arranged by rating and thereunder alphabetically by name of applicant. Additional records of Mr. Eggers are in the series described in entry 409.

RECORDS OF THE DECK DEPARTMENT. 1919-20. 40 ft.

406

Correspondence regarding the work and placement of deck officers (masters, mates, and pilots) on vessels, form reports as to the number of crew, officers' reports of the performance of crew members, and other records and charts relating to the officers' ability and service. In several groups, arranged as follows: (1) alphabetically by name of vessel (26 ft.); (2) alphabetically by name of company (3 ft.); (3) general correspondence, by district representative, thereunder chronologically or by Government Department, and thereunder by name of person or by administrative unit (6 ft.); and (4) miscellaneous reports and correspondence, in general alphabetically by subject (5 ft.).

RECORDS OF THE ENGINEER DEPARTMENT. 1919-20. 23 ft.

407

Correspondence regarding the placement of engineer officers (chief engineer, first through fourth engineers, and other engineers) and copies of engineers' reports as to the performance of the engine crew and as to other engineers' ability and service. In several groups, arranged as follows: (1) general correspondence, alphabetically by name of person or



subject (2 ft.); (2) alphabetically by name of vessel (17 ft.); and (3) correspondence with district representatives, by district and thereunder chronologically (4 ft.).

RECORDS OF THE PURSERS DEPARTMENT RELATING TO STEWARDS. 1919-21. 28 ft. 408

Correspondence and reports relating to the following subjects: cost of feeding, food consumption, equipment purchased, steward crew lists, steward service records, and assignment notices. Arranged alphabetically by name of vessel and thereunder by subject.

RECORDS OF THE PURSERS DEPARTMENT RELATING TO SUPERCARGOES. 1918-20. 36 ft. 409

General correspondence, memoranda, reports, and notes from or to supercargoes, relating to their placement, the type and quality of their work, and their service. The supercargoes represented the Shipping Board on vessels operated for it. In several groups, as follows: (1) office files (12 ft.) of Mr. Eggers (see also entry 405), arranged alphabetically by subject or name of person; (2) a general file (7 ft.), arranged alphabetically by subject or name of company; (3) correspondence (1 ft.) with supercargoes and with operating companies relating to the actions of the former, arranged alphabetically by name of person or company; (4) typical examination papers ( $\frac{1}{2}$  in.) for positions as supercargoes; (5) reports (6 ft.) from supercargoes regarding the loading or performance of vessels, arranged alphabetically by name of vessel; and (6) reports and related correspondence (10 ft.), mainly from supercargoes, describing the port facilities and methods of loading, docking, and wharfage at each port where Shipping Board vessels docked, arranged alphabetically by name of port.

RECORDS OF THE PURSERS DEPARTMENT RELATING TO BUNKERING. 1918-20. 9 ft. 410

Correspondence, memoranda, and reports relating to coal supplies and bunkering, including some reports of personnel handling coal. One part of the series (2 ft.) is arranged alphabetically by subject and the other part (7 ft.), alphabetically by name of vessel.

Other Records of the Operating Department

RECORDS OF THE TANK STEAMER DEPARTMENT. May 1918-Apr. 1919. 3 ft. 411

General correspondence, reports, and memoranda pertaining to the chartering and operation of tank steamers. The Tank Steamer Department, organized in May 1918, supervised all matters connected with the operation of tank steamers except for the approval of charters, a function exercised by W. H. A. Walker, Tank Steamer Executive, who had offices in New York City. The Department went out of existence on Apr. 15, 1919, because all requisitioned tankers had been returned to their owners. Tank steamer matters after that date were handled by the Director of Operations or by the Tank Steamer Executive, whose records are with those of the New York Office of the Division of Operations (see entry 508). The records of the



Tank Steamer Department are in the following groups, arranged as indicated: (1) general correspondence, alphabetically by subject or name of correspondent; (2) vessel correspondence, alphabetically by name of vessel; (3) record cards for charters approved by the Chartering Committee, alphabetically by name of vessel; (4) voyage summary cards and summary reports on the history of each tanker, alphabetically by name of vessel; (5) copies of reports from Captains Foley and Thomas, members of a petroleum mission in Europe, chronologically; and (6) copies of tanker charters and requisition agreements, alphabetically by name of vessel.

RECORDS OF THE SAILING VESSELS DEPARTMENT. Jan. 1918-May 1920. 10 ft.

412

Correspondence, reports, and memoranda pertaining to the management and operation of sailing vessels for the Shipping Board. The Sailing Vessels Department served as the Washington liaison office between the New York office of the Division of Operations, which had jurisdiction over allocating and fixing cargoes for sailing vessels, and the various Government agencies interested in cargo movements. The records are in several groups, arranged as indicated: (1) general correspondence, alphabetically by subject or name of correspondent; (2) correspondence with the Shipping Control Committee, relating mainly to French sailing vessels, chronologically; (3) reports on vessel movements, unarranged; (4) correspondence relating to American, French, and Norwegian sailing vessels, by nationality and thereunder alphabetically by name of vessel.

RECORDS OF THE SHIPPING CONTROL COMMITTEE RELATING TO NORWEGIAN SAILING VESSELS. May 1918-July 1920. 4 ft.

413

Correspondence and reports pertaining to the operation of Norwegian sailing vessels for the Shipping Board, with a voyage summary card for each vessel. The records were maintained by J. F. Andrews, who, while holding various positions in the Sailing Vessels Department, the Shipping Control Committee, the New York office of the Division of Operations, and the Traffic Department, supervised sailing vessel operations. Arranged alphabetically by name of vessel.

RECORDS RELATING TO LAID-UP FLEETS. 1921-23. 9 ft.

414

Correspondence, reports, memoranda, and notes concerning laid-up fleets. Included are reports on "spot" ships and numbers of laid-up vessels, and copies of some payrolls. The reports are arranged alphabetically; the correspondence and payrolls are arranged chronologically.

RECORDS RELATING TO PORT FACILITIES. 1919-25. 9 ft.

415

Reports and memoranda, with related correspondence, concerning checking, repair, loading, and other port facilities for all the important harbors of the world. Copies of many consular reports on these subjects are included. Arranged in two groups, the first consisting mainly of consular reports, and thereunder alphabetically by name of port.

RECORDS OF THE SUPERVISORS' DEPARTMENT. 1918-20. 32 ft.

416

Correspondence, memoranda, and reports relating to the supervision of Shipping Board vessels to ensure quick turnarounds and to effect savings



in operating costs. From late 1918 to early 1920 the Supervisors' Section (later, Department) was maintained in Washington but was then decentralized to the field. The supervisor assumed the position of the actual owner and from this standpoint checked the performance of the vessels from reports given him by the operators, supercargoes, and investigators. The records are in three groups, arranged as follows: (1) general records, alphabetically by subject; (2) correspondence with operating companies, alphabetically by name of company; and (3) correspondence and reports relating to redelivered vessels, alphabetically by name of vessel.

RECORDS OF THE RADIO DEPARTMENT. 1919-30. 40 ft.

417

Correspondence, memoranda, and reports, relating to the work of the Radio Department and Section. The Department was first organized on May 19, 1919, to take over from the Navy Department control of the radio service on Shipping Board vessels. The Navy Department continued to furnish radio apparatus for all ships under construction; but other services, such as the furnishing of radio operators, the purchase of equipment formerly rented, and the maintenance and licensing of equipment, were handled by the Radio Department. The records are in three groups, one group arranged alphabetically by name of vessel, another alphabetically by name of company, and the third by general subject.

RECORDS OF THE STEVEDORING DIVISION. 1920-31. 23 ft.

418

Correspondence, reports, memoranda, and rate schedules, pertaining to the stevedoring done for Shipping Board vessels. The Division grew out of a Stevedoring Committee which was appointed Nov. 11, 1920, and functioned until Oct. 1924 when it became the Stevedoring and Terminals Division. H. Y. Saint, former head of the Committee, was Manager of the Division. A reorganization of Aug. 1, 1927, changed it to the Stevedoring Division and R. H. Overstreet was in charge. The functions of the Division included the establishment of stevedoring rate schedules for various ports, the negotiation of contracts for stevedoring, and general supervision over stevedoring rates and activities. In Sept. 1930 the Division was discontinued and its functions were assumed by the Office of the Director of Operations. The records are in several groups, as follow: (1) office files of H. Y. Saint, 1921-25, relating mainly to stevedoring activities and charges at various ports, arranged by seaport geographically from north to south along the Atlantic Coast, east to west along the Gulf, and south to north along the Pacific, and thereunder alphabetically by name of steamship company; (2) statistical reports concerning stevedoring, terminal, and wharfage charges, arranged for the most part by subject; and (3) office files of R. H. Overstreet, who was a member of the Stevedoring Committee, 1920-24, head of the Stevedoring Section, 1924-27, and head of the Stevedoring Division, 1927-30. Mr. Overstreet's records include general reference material pertaining to stevedoring activities, arranged by name of port in geographical order from the northeast coast around to the northwest coast; general records relating to the work of the Stevedoring Committee, arranged alphabetically by subject; copies of contracts for stevedoring, with related reports and correspondence, arranged by name of port in the geographical order mentioned above; and



copies of monthly reports on the operation of tugs, 1928-30, arranged chronologically.

### Records of the Contract Division

The Contract Division began as the Contract Department, organized during February 1918 to maintain a record of all the contractual obligations of the Division of Operations insofar as they related to the operation of vessels and to obtain information necessary to settle vessels' accounts. Its functions were transferred to the Contract Bureau on February 1, 1920. That Bureau became the Contract Division during October 1921 and its name was changed to the Contract Department in September 1923. After May 1925 it was again known as the Contract Division and gradually grew smaller until in September 1926 it was abolished. A Contracts and Adjustments Division of the Division of Operations succeeded to the few remaining functions. U. J. Gendron was head of the Division from April 1920 to September 1926.

The Division interpreted managing and operating agreements and had generally the jurisdiction associated with the functions of the chartering department of a commercial steamship company. It acted as an intermediary between the Ship Sales Division and the departments of the Division of Operations and handled instructions for the sale and delivery of vessels to purchasers and for the redelivery of requisitioned foreign vessels. It also drew up time and bareboat charters, enforced them, and bonded the operators.

GENERAL RECORDS. 1918-26. 122 ft.

419

Correspondence, memoranda, reports, and notes relating to the organization and functions of the Contract Division. Also included are records of the Managing Agents' Accounts Adjustment Committee, created in 1922 with Mr. Gendron as its Chairman to settle accounts in dispute between the Shipping Board and its private managing agents. The series is in two main parts: (1) correspondence, 1918-21 (7 ft.), arranged alphabetically by subject, and (2) a general file (115 ft.), arranged according to the Standard Files Classification used by the Operations Division (see entry 385) with a copy of the Files Classification at the beginning of the file. The general file is in three parts, one arranged numerically, one alphabetically by name of operating or managing company, and the third alphabetically by name of vessel (also known as "7A files").

CHARTERS, AGREEMENTS, AND CONTRACTS OF AFFREIGHTMENT. 1917-32. 110 ft.

420

Original charters, contracts, and operating agreements, together with some related correspondence. They are in the following groups: (1) requisition charters, 1917-19 (the "100 file"), arranged alphabetically by name of vessel and followed by a list of the requisitioned vessels; (2) voyage charters for requisitioned and chartered vessels, 1917-19 (the "100-1, 200-1 file"), arranged alphabetically by name of vessel; (3) time charters, 1918-20 (the "200 file"), followed by copies of delivery cer-



tificates for "British Exchange Tonnage," correspondence relating to the employment of requisitioned Dutch vessels, and Swedish Form A charters, all arranged alphabetically by name of vessel except for the correspondence, which is arranged by name of company; (4) contracts of affreightment, 1918-32 (the "300 file"), which provided for the transportation of various commodities and include copies of charters and surveys made in connection with the delivery of the vessel to owners or managing agents, arranged alphabetically by name of vessel; (5) charters for sailing vessels, 1918-20 (the "400 file"), and related correspondence, arranged alphabetically by name of vessel under American, Danish, French, and Norwegian; (6) charters and operating agreements for tugs and barges, 1918-30, arranged alphabetically by name of vessel except for the contents of the first folder; (7) charters and operating agreements, 1919-32 (the "500X file"), including agreements for the general operation of vessels, releases, and special agreements arranged alphabetically by name of company or country, and a group of agreements for the management and operation of tugs and other special types of vessels (the "500 file"), arranged alphabetically by name of vessel and preceded by a number of miscellaneous reports relating to Japanese, Norwegian, and ex-German vessels; and (8) correspondence relating to demurrage and off-hire, 1918-20 (the "655 file"), arranged alphabetically by name of vessel. Demurrage refers to the charge against the charterer of a vessel to recompense the owner for delay to his vessel beyond the periods allowed by the contract of affreightment; off-hire is that period of time during which no hire is paid to the owner of a chartered vessel because of deficiencies specified in the charter.

OFF-HIRE RECORD CARDS. 1917-22. 2 ft.

421

Cards, 8" x 11", that show the amount of and reason for the off-hire of each vessel. They are arranged in groups and thereunder alphabetically by name of vessel as follows: (1) all vessels under the jurisdiction of the Shipping Board in 1922; (2) vessels owned by the Shipping Board, 1917-21; (3) requisitioned vessels, 1917-20; and (4) foreign chartered vessels.

CORRESPONDENCE REGARDING THE REDELIVERY OF DUTCH VESSELS. 1918-19.  
16 ft.

422

Correspondence, including reports and inventories, relating to the redelivery of Dutch vessels that had been seized in 1918 by the right of angary. Arranged alphabetically by name of vessel. At the end of the series is an envelope containing the names and ratings of the Shipping Board crew members returned to the United States from the redelivered vessels in 1919; several diaries of Shipping Board representatives who were in Holland to arrange for the redelivery of vessels, April-November 1919, and some correspondence regarding the repatriation of Dutch crews.

INVENTORIES. 1918-21. 23 ft.

423

Inventories of consumable and nonconsumable stores and equipment aboard requisitioned, foreign-chartered, and wooden vessels, both at the time of requisition and at the time of redelivery. The cost of each item and the total balance due for each vessel is given. Arranged alphabetically by name of vessel.



CORRESPONDENCE CONCERNING REQUISITIONED VESSELS. 1917-21. 3 ft. 424

Correspondence relating to requisition rates, commitments, surety bonds, and fees. Arranged by subject as listed and thereunder alphabetically by name of steamship company.

SAMPLE FORMS FOR CHARTERS AND BILLS OF LADING. 1918-21. 1 ft. 425

Copies of charters used by the Shipping Board and of bills of lading used by private steamship companies. Unarranged.

### Records of the Maintenance and Repair Division

As early as November 1918 a Department of Construction and Repair, with R. L. Hague as Manager, was organized within the Operations Division to have jurisdiction over the inspection and acceptance of new tonnage. In April 1919 actual repair work on vessels was delegated to the Department, and in late January 1920 the Department became the Division of Construction and Repairs, independent of the Operations Division, with headquarters for repairs in New York City. On August 1, 1921, the Division became the Maintenance and Repair Department and was again under the jurisdiction of the Vice President in Charge of Operations. The Department became a Division in May 1925 and in September 1926 its headquarters was moved to Washington, D. C. In February 1929 headquarters was moved back to New York City and in February 1931 to Washington. By 1931 the Division had again become a Department; during 1932 it dwindled to a section and in 1934 it was combined with Reserve Fleet Repairs. In March 1936 most of the functions of the Section were transferred to a new Division of Construction and Maintenance and this Division, under the Maritime Commission, became once again the Division of Maintenance and Repair.

Most of the Division's records, with the exception of its general files from 1919 to 1931, have been disposed of by congressional authority. Records after 1931 are either with the records of the Maritime Administration (successor to the Maritime Commission) or in the Federal Records Center at Washington, D. C.

GENERAL RECORDS. 1919-31. 169 ft. 426

Correspondence, memoranda, reports, notes, blueprints, and charts, pertaining to the activities and organization of the Maintenance and Repair Division under its various names. The series is in two main groups, the first consisting of records (5 ft.) for the period 1919-21, when the Division was known as the Department or Division of Construction and Repair. One part of the records in this group is arranged numerically by subject (preceded by a list of subjects), one part alphabetically by name of vessel, and the third part alphabetically by name of correspondent. The second group consists of records (164 ft.) for the period 1921-31, when the Division was known as the Maintenance and Repair Department or Division. They are arranged according to the Standard Files Classification used by the units engaged in vessel construction. A copy of the classification scheme is at the beginning of the group; an index is described in entry 427.



INDEX. 1921-31. 6 ft.

427

Cards, 3" x 5", that index the second group of records described in entry 426. Each card shows the decimal number under which a particular document was filed. Arranged alphabetically by name of vessel, correspondent, or subject.

RECORDS RELATING TO DIESEL CONVERSION AND OTHER MAJOR ALTERATIONS. 1923-26. 8 ft.

428

Copies of specifications, 1923-24; blueprints, contracts, and reports relating to diesel conversion, 1925-26; cargo and passenger ship plans, 1923-26; and inspection reports, 1923-24. Arranged by group as listed and thereunder alphabetically by name of vessel.

RECORDS RELATING TO THE RECONDITIONING OF THE SS. LEVIATHAN. 1922-24. 1 ft.

429

Specifications for changes to be made and lists of subcontractors showing the amounts paid them for the reconditioning of the world's largest passenger vessel, the SS. Leviathan (formerly the German SS. Vaterland). Unarranged.

#### Records of the Purchases and Supplies Department

The Department (later Division) of Purchases and Supplies was organized on September 1, 1921, to take over the Purchasing, Traffic, and Stores Departments of the Division of Supply and Sales. On December 1, 1923, the Fuel Department was consolidated with the Department. The Department and Division were responsible for the contract purchasing of lubricating oil, bottom and topside paints, and such vessel supplies as china, silverware, and linens; for handling the details of contracting for fuel oil and bunker coal; and for directing the repairing and operation of fuel-oil storage stations. After 1930 these functions were discontinued and direct purchasing fell off. The Division existed until the Maritime Commission was organized on October 25, 1936. Most of its records, with the exception of the general correspondence, have been destroyed.

GENERAL CORRESPONDENCE. 1920-36. 108 ft.

430

Correspondence, including reports and memoranda, relating to the organization and activities of the Department (and Division). Many of the records (60 ft.) deal with the construction and operation of fuel-oil and bunkering stations that were maintained throughout the navigable sea-lanes by the Fleet Corporation but that were discontinued in 1930. Stations in foreign countries (as at Buenos Aires, Port Said, and Sydney) were leased; and those in United States possessions (as at Honolulu, Manila, Pago Pago, and St. Thomas) and at Mobile, Ala., and Norfolk, Va., were owned outright. Arranged according to the subject-numeric scheme used by the Operations Division; a key to the classification scheme is at the beginning of the series.



## Records of the Traffic Department

The Traffic Department, organized on February 1, 1920, was a consolidation of the functions of several earlier departments, among them the Export Coal Department, created on May 5, 1919, to receive commitments for shippers of coal and to allocate vessels for the movement of coal; the Shipping Trades Department, organized in June 1919 to obtain cargoes for Shipping Board vessels placed in trades on the Atlantic Coast; the Rate and Claim Department, organized in 1918 to establish and publish freight tariffs and to investigate claims relating to cargoes; and the Allocation and Assignment Section, set up in 1918 to allocate and assign tonnage to the various trades. All of these administrative units had been under the general supervision of W. F. Taylor, Assistant Director of Operations, from April 1918 to January 1920.

In August 1921 the Traffic Department was reorganized and placed under the general jurisdiction of the Emergency Fleet Corporation's Vice President of Traffic. At that time the Department consisted of three sections --Trades, Claims, and Passenger and Mail. The Trades Section had general supervision over the employment of vessels in general cargo services; the Passenger and Mail Section arranged bookings for passenger service and maintained contact with the Post Office Department to procure mail contracts for Shipping Board vessels. An Inland Offices Division, which served as an intermediary between managing agents of Corporation vessels and exporters and importers in the Middle West, became a part of the Traffic Department on November 1, 1924; on February 16, 1926, the Division was combined with the Passenger and Mail Section and called, somewhat later, the Passenger, Mail and Solicitation Division. This Division was abolished in June 1930.

On January 1, 1926, a Director of Traffic assumed the jurisdiction previously exercised by the Vice President in Charge of Traffic. From that date until December 2, 1926, the Advertising Division was also under his jurisdiction. With the general curtailment of activities in 1930, however, the Department was reduced to two trades divisions and a claims division. In August 1932 the Department itself became a division and remained so until after the Maritime Commission was established in October 1936.

The Traffic Department at various times maintained field offices in foreign and domestic cities to handle traffic matters for managing agents, their foreign representatives, and shippers. When trade conditions demanded them, field offices were maintained at Antwerp, Barcelona, Buenos Aires, Constantinople (Istanbul), Copenhagen (Köbenhavn), Geneva, Hamburg, Helsingfors (Helsinki), London, Manila, Marseilles, Pernambuco (Recife), Rio de Janeiro, Rotterdam, and Santos. No records of these offices remain except insofar as some are included with the records of the particular foreign office of the Division of Operations described below in entries 551-583. There were inland offices at Atlanta, Chicago, Cincinnati, Detroit, Kansas City, Memphis, Minneapolis, Pittsburgh, and St. Louis; and port offices at Baltimore, Boston, Galveston, New Orleans, New York, Norfolk, Philadel-



phia, San Francisco, Savannah, and Seattle. No records of these offices remain.

RECORDS OF W. F. TAYLOR. Apr. 1918-Jan. 1920. 18 ft.

431

Correspondence, memoranda, and reports pertaining to such matters as the allocation of vessels to trade routes, the assignment of vessels to managing operators, the settlement of claims, the establishment of freight rates, and the collection and compilation of information concerning trades and services. As Assistant Director of Operations for the Emergency Fleet Corporation, Mr. Taylor supervised the work of the departments that later comprised the Traffic Department and the records accumulated in that capacity were maintained by his office. They are in the following groups, arranged thereunder as indicated: (1) correspondence pertaining to the allocation of vessels to trade, alphabetically by subject; (2) notices of the assignment and allocation of vessels, alphabetically by name of vessel; (3) correspondence relating to the assignment of vessels, alphabetically by subject; (4) correspondence pertaining to conditions at various ports, alphabetically by name of port or subject; (5) correspondence relating to the Food Administration and to relief shipments of food to Europe, alphabetically by name of port or by subject; (6) intraoffice correspondence, alphabetically by subject; (7) general records relating to subjects mentioned above, alphabetically by name of company, subject, or cargo; and (8) reference material regarding the allocation and assignment of vessels, alphabetically by name of vessel. A list of subjects is at the beginning of the first group.

RECORDS OF THE OFFICE OF THE HEAD OF THE TRAFFIC DEPARTMENT. 1919-36.

2 ft.

432

Reports and correspondence pertaining to the Central Fleet Survey Committee, the Marine Insurance Department, the Trades Section, the Passenger and Mail Section, the Advertising Department, claims, and authorizations to the Vice President in Charge of Traffic to book general cargo. The records were accumulated by W. B. Keene, J. E. Andrews, George F. Foley, and F. S. Frieser, successively Directors or Managers of the Department. Arranged alphabetically by subject.

GENERAL RECORDS OF THE TRAFFIC DEPARTMENT. 1920-36. 251 ft.

433

Correspondence, memoranda, and reports pertaining to the activities and administration of the Traffic Department. Arranged according to the Standard Files Classification used by the Operations Division; a copy of the Classification is at the beginning of the series. An index to the series is described in entry 434. For the period 1920-24 the indexes described in entry 390 are useful. Files classified as 7-A, Ships, and 5E-3, Requests for Passenger Information, have been disposed of by congressional authority. Records relating to claims were generally filed with the records of the Claims Division described in entry 452. See also entry 516.

INDEX. 1920-36. 31 ft.

434

An index, on 3" x 5" cards, to the general records of the Traffic Department (entry 433). Arranged alphabetically by name of person, company, or subject.



"PERFORMANCE SUMMARIES" AND RELATED REPORTS. 1919-33. 35 ft. 435

The records in this series give an almost complete record of sailings and cargo shipments for all vessels operated by the United States Shipping Board in foreign trade. The "Performance Summary" was submitted by the managing agent and contained the names of loading ports, dates of arrival and completion of loading, tons loaded, sailing dates, itinerary, vessel's capacity, its performance, revenue, and rates. The Statistical Department summarized the information from the "Performance Summaries" into an analysis for the entire voyage called a "Rainbow Report." In addition to the "Performance Summaries" and "Rainbow Reports" the series includes copies of contracts for vessels sold to steamship lines in a given trade route, with reports of the past performances of the lines. The records are in six parts, each part arranged as follows: (1) performance summaries, 1920-21, alphabetically by name of vessel; (2) performance summaries, 1922-33, alphabetically by name of managing agent operating out of the Gulf or the New York districts; (3) reports and sales contracts relating to steamship lines sold or discontinued, 1920-28, by geographical location or type of service and alphabetically by trade route; (4) performance summaries, 1927-30 and 1930-31, alphabetically by trade route; (5) voyage summaries, 1922-24, alphabetically by name of company; and (6) "Rainbow Reports," 1924-31, alphabetically by name of company and thereunder by name of vessel.

RECORDS OF THE EXPORT COAL DEPARTMENT. Apr. 1919-Jan. 1920. 7 ft. 436

Correspondence, memoranda, and reports concerning the allocation of vessels to the foreign coal trade and to the administration of the Export Coal Department. Arranged in groups alphabetically by (1) name of company, (2) Government department or foreign government, (3) subject, and (4) Emergency Fleet Corporation district office; some correspondence regarding coal strikes is at the end of the series.

RECORDS OF THE SHIPPING TRADES DEPARTMENT. 1919-20. 10 ft. 437

Correspondence, reports, and memoranda relating to the placement of Shipping Board vessels in the Atlantic Coast trades and to the procurement of cargoes, except coal (see entry 436), for such vessels. Included are records of F. E. Huck, Manager of the Department, R. G. Hawkins, Chief Clerk, and J. H. Felton, Assistant to the Manager. Arranged alphabetically by name of person, company, or subject. Some allocation reports, with related correspondence, are at the end of the series. They list the trades and ports of vessels on berth to show the competition of independent American, foreign-owned, and Shipping Board vessels and are arranged chronologically.

REPORTS ON THE CORPORATE ORGANIZATION OF STEAMSHIP COMPANIES. 1918-26. 16 ft. 438

Reports, with related correspondence and memoranda, concerning the organization, financial standing, operating and management experience, personnel, trades, vessels, and equipment of steamship operators who were applying for managing agencies for Shipping Board vessels, 1918-26, and of other steamship operators, 1918-21. Arranged in two groups as listed and



thereunder alphabetically by name of company.

LISTS OF ASSIGNED, TIED-UP, AND WITHDRAWN VESSELS. 1922-29. 1 ft. 439

Assignment lists, 1923-26, tied-up lists, 1922-23, and withdrawal lists, 1923-29, that were prepared by the Allocation Department, approved by the President of the Fleet Corporation, filed by the Department, and later taken over by the Traffic Department. They show the name of the vessel, its capacity, its managing operator, and the port of tieup, if any. Arranged by type of list and thereunder chronologically.

WEEKLY MARKET REPORTS RELATING TO THE BRAZIL, RIVER PLATE, AND FAR EAST TRADES. 1921-30. 2 ft. 440

With the market reports are related correspondence concerning vessel movements, cargoes, and trade conditions; and reports and correspondence regarding coffee shipments, markets, and rates, sent in by the Baltimore district office of the Traffic Department. The market reports are arranged chronologically; the other reports, alphabetically by subject. See also entry 516.

REFERENCE MATERIAL RELATING TO THE SOUTH AMERICAN AND WEST INDIES TRADES. 1920-24. 2 ft. 441

Reports, memoranda, minutes of conferences, and statistical material, most of which were apparently accumulated by A. G. Jackson, Jr., head of the South American and West Indies Trades Division of the Traffic Department, 1921-22. They relate to rates, services, and conditions at ports in South America and in the West Indies. Arranged alphabetically by subject. See also entry 516.

MONTHLY REPORTS OF PASSENGER AND CARGO SERVICES. 1924-28. 10 in. 442

The reports, compiled by the Traffic Department, indicate the various passenger and cargo steamship services maintained in the European, Mediterranean, South American, and Far East trades. The reports give the name of the operator, the port of destination, the home port, and the number of vessels operated in the trade. Arranged chronologically.

GENERAL RECORDS OF THE RATE SECTION. 1918-20. 11 ft. 443

Correspondence, memoranda, and reports pertaining to the establishment of freight rates and the publication and dissemination of information concerning tariffs. Included also are instructions relating to port and terminal facilities, stevedoring rates, and the administration of the Rate and Claim Department. The records are in two main groups, those for 1918-19 arranged according to a subject-numeric scheme and those for 1919-20 arranged according to commodity, trade route, subject, or port and thereunder alphabetically. An alphabetical list of subjects for the first group of records is at the beginning of the group.

RECORDS OF A. G. JACKSON, JR. 1919-20. 1 ft. 444

Office files of Mr. Jackson, head of the Rate Division and later of the South American and West Indies Trades Division. His records consist mainly



of reports and memoranda regarding tariff rates and administrative matters. Arranged alphabetically by subject.

APPROVED TARIFF SCHEDULES. 1919-20. 9 in.

445

A record set of tariff schedules, with related correspondence, approved by the Director of Operations and maintained by the Rate Section. The Section mimeographed and distributed the schedules. Arranged numerically, 1-200.

SPECIAL FREIGHT-RATE QUOTATIONS. 1919-20. 1 ft.

446

Were issued by the Rate Section for specific commodities and single shipments from certain ports. Arranged in three groups (commodity, single shipments, and correspondence) and thereunder by number of issuance. An alphabetical index by commodity is at the beginning of the last group.

MINUTES AND CIRCULARS OF FREIGHT CONFERENCES. 1921-36. 50 ft.

447

In addition to the minutes and circulars there are related reports and correspondence concerning tariff rates and agreements entered into by conferences (cartels) of steamship companies for transporting freight. Arranged alphabetically by title of conference or service; a miscellaneous group of papers is at the end of the series. An alphabetical list of the headings under which the records are filed appears as appendix IV to this inventory. See also entry 517.

STATISTICS RELATING TO THE FAR EAST TRADE. 1924-35. 2 ft.

448

Market reports and freight-rate schedules for commodities imported from or exported to China, Japan, and the Philippines, together with freight-rate statistics compiled by the Statistical Division for commodities exported from the United States to the Far East. Arranged alphabetically by name of Far Eastern port.

SAMPLE BILLS OF LADING. 1928-32. 5 in.

449

Bill-of-lading forms used by various steamship lines, with related correspondence. Arranged alphabetically by name of steamship line and thereunder as "Outbound" and "Inward."

PASSENGER AND MAIL SUMMARIES. 1922-29. 2 ft.

450

These summaries, submitted by managing operators, indicate the revenue obtained from passenger service and mail contracts for each vessel. Arranged alphabetically by name of vessel and thereunder by voyage number.

RECORDS RELATING TO PASSENGER SERVICE. 1921-35. 10 ft.

451

Printed material, reports, memoranda, and correspondence, relating to plans for stimulating passenger traffic on Shipping Board vessels. Included are reports on the coupon advertising plan, copies of proposed advertisements, "literature" and folders relating to various steamship services, and plans of cabin accommodations. In two groups, as follows: (1) records relating to advertising plans, arranged chronologically, and (2) "literature" on steamship services, arranged alphabetically by name of steamship company.



GENERAL RECORDS OF THE CLAIMS DIVISION. 1919-31. 50 ft. 452

Correspondence, memoranda, and reports relating to claims arising from the operation and management of cargo and passenger vessels by or for the Shipping Board and to the organization and administration of the Claims Division. Arranged alphabetically in three groups, by name of vessel, by name of company, and by subject. Indexes to the first two groups are described in entry 453. An alphabetical list of subjects is in a notebook at the beginning of the series described in entry 457.

INDEXES TO THE GENERAL RECORDS OF THE CLAIMS DIVISION. 1919-31. 11 ft. 453

Two indexes, on 3" x 5" cards, to the first two groups of the records described in entry 452. The first index, which gives the name of the claimant and the number of his claim, is arranged alphabetically by name of vessel. The second index, which also gives the name of the vessel, is arranged alphabetically by name of company involved in the claim.

RECORDS OF THE CLAIMS SECTION OF THE RATE AND CLAIM DEPARTMENT. 1918-20. 2 ft. 454

Correspondence, memoranda, and reports relating to the activities of the Claims Section, which antedated the Traffic Department. Arranged according to a subject-numeric scheme. An alphabetical list of subjects is at the beginning of the series.

RECORDS OF J. F. GEHAN. 1920-23. 2 ft. 455

Office files of Mr. Gehan, who was head of the Claims Section of the Traffic Department, April 1920-September 1923. His records consist of correspondence, reports, and memoranda pertaining to the settlement of claims, including correspondence of W. G. Gray, who was in charge of settling claims against vessels commandeered from the Whitney Co. Arranged alphabetically by subject.

RECORDS OF F. T. UNDERWOOD. 1923-29. 2 ft. 456

Office files of Mr. Underwood, who served as Manager of the Claims Division from November 1923 until July 1929. His records include monthly reports on the status of claims, April 1924-June 1929; minutes of the Bill of Lading Committee of which he was a member; reports of the Claims Section of the Fleet Corporation's London office; correspondence regarding Post Office Department claims; and material compiled for the eighth annual report of the Shipping Board. Arranged by type of record as listed and thereunder chronologically.

RECORDS OF THE SUPERVISORY COMMITTEE ON CLAIMS. 1923-30. 4 ft. 457

Correspondence, reports, memoranda, and notes relating to the functions and activities of the Supervisory Committee and to the United States Protection and Indemnity Agency, Inc. The agency, usually referred to as the P. & I. Agency, handled claims against Shipping Board vessels for personal injuries. The Supervisory Committee, which approved claims amounting to more than \$500 for the P. & I. Agency, was appointed Feb. 11, 1924, with



A. M. Boal, W. B. Keene, T. H. Madigan, G. R. Snider, and F. T. Underwood as members. The first part of the series consists of written approvals of such claims, arranged alphabetically by name of Committee member and thereunder numerically by claim number; the second part includes reports and monthly statements concerning the P. & I. Agency, minutes of the Supervisory Committee, and reports on personal injury cases, arranged by subject; and the third part consists of correspondence relating to the releases and assignment of claims, 1925-30, with one part of the correspondence arranged alphabetically by name of the member of the Supervisory Committee to whom the claim was referred and one part arranged alphabetically by name of vessel on which the injury occurred. A notebook at the beginning of the series contains an alphabetical list of vessels on which accidents occurred, a list of folder titles for the records in the second part of the series, and an alphabetical list of claimants that also names the vessel on which the injury occurred.

RECORDS RELATING TO GENERAL CLAIMS. 1919-31. 2 ft.

458

Reports and memoranda, with related correspondence, pertaining to claims of the Italian Government Commission, Japanese claims, and the American Shipping Corporation; reports sent in by the London office summarizing total cargo claims arising at foreign ports for each operator in 1923-24; and correspondence regarding assessments and insurance. Arranged in the order described; a list of subjects is at the beginning of the series.

#### Records of the Advertising Department

The Advertising Department was established on June 23, 1920. It was responsible directly to the Chairman of the Shipping Board and was in charge of all advertising relating to the sale of Shipping Board vessels or other property, the sale of cargo or passenger space, and to the operation of ships. The actual preparation and placing of advertising was done through private advertising agencies. The Manager of the Department prepared copy for advertising the sale of surplus material, kept records of the effectiveness of the advertising and its cost, and, from 1928 to 1932, supervised the work of W. H. King, editor of the Merchant Marine Bulletin, house organ of the Fleet Corporation. After August 1921 the Advertising Manager reported to the Fleet Corporation's Vice President in Charge of Traffic and on September 1, 1927, the Department was reduced to section status. On July 1, 1929, the Section was eliminated and its work was handled by the Vice President's staff. On September 30, 1930, the advertising unit was drastically reduced and its work was finally ended late in 1932.

GENERAL CORRESPONDENCE. 1920-22. 12 ft.

459

Correspondence with advertising agencies, publishers, other firms and individuals, and Government agencies, concerning advertising contracts, authorizations for advertisements, sailing schedules, passenger lists, costs of advertising, and the general policy of the Shipping Board toward advertising. Arranged alphabetically by name of correspondent or subject.



GENERAL RECORDS. 1921-25. 51 ft.

460

Correspondence, reports, memoranda, and pamphlets, relating to the administration of the New York and Washington offices of the Advertising Department, contracts and bids for advertising, exhibits, advertising equipment and expenditures, sailing schedules and statistics concerning vessels, and the general policies to be followed in advertising passenger or cargo space in Shipping Board vessels and the sale of Shipping Board vessels. The records are in two groups, the first containing correspondence of James W. Boring, Advertising Manager from 1922 to 1925, and Charles K. Ford, his assistant in New York City. The second group of records was maintained by Mr. Boring in Washington. The records in each group are arranged according to the Standard Files Classification used by the Division of Operations. A copy of the Classification is with the records described in entry 385; a partial index to the second group of records is described in entry 390.

GENERAL RECORDS OF THE NEW YORK OFFICE. 1922-29. 12 ft.

461

Correspondence, reports, memoranda, and tables of the Department's New York office, relating to the administration of the office, advertising in Europe and the Orient, sales of vessels, and reciprocal advertising agreements. Included are a few lists of outgoing passengers, pamphlets of shipping companies, press releases and bulletins, and some copy for posters. Arranged according to the Standard Files Classification used by the Operations Division (see entry 385).

RECORDS OF CHARLES SPEAKS. 1922-31. 5 ft.

462

Office files of Charles Speaks, Assistant Advertising Manager at New York City, 1922-31. His records consist mainly of correspondence relating to sailing schedules, advertising pamphlets, and the costs of individual items. Arranged according to the Standard Files Classification used by the Operations Division (see entry 385).

RECORDS OF A. B. CROSSLEY. 1927-28. 5 ft.

463

Office files of Mr. Crossley, Assistant to the Advertising Manager, 1927-28, in charge of exhibits at expositions, fairs, and conventions, and of cooperation with Government departments. His records relate to displays, models, cartoon letters, high school debates, motion pictures, and general advertising costs. They include copies of speeches, pamphlets, price lists for advertising, and copies of publications containing Shipping Board advertising. Arranged alphabetically by subject.

RECORDS RELATING TO ADVERTISING FOR BIDS. 1922-27. 8 ft.

464

Forms listing publications that advertised Shipping Board bids for the sale of vessels, shipyards, and supplies, and showing for each publication the amount of space used, the page rate and charge schedule, the dates of insertion, and the types of advertising; proofs of advertisements and excerpts from publications; cost estimates and authorizations for the insertion of advertisements; general correspondence concerning the advertising; and forms showing the names of steamship lines and the amounts of advertising allotted to each line. In three groups, the records in the first two



arranged chronologically and those in the last group arranged alphabetically by name of publication.

FINANCIAL REPORTS. 1922-29. 5 ft.

465

Monthly reports showing cost of advertising for each steamship line and costs of future commitments; reports showing the costs of domestic magazine and newspaper and foreign advertising and the costs by agency and by area; and financial statements of all advertising accounts, both foreign and domestic. Arranged chronologically.

MISCELLANEOUS RECORDS. 1922-28. 6 ft.

466

Press releases, 1928; reports on competitive magazine advertising; sailing schedules; books of sample lettering and cover designs; proofs of advertisements for sale of vessels, for operation of freight and passenger vessels, and for sale of the Corporation's real estate; and correspondence concerning window displays. The reports and the correspondence are arranged chronologically; the other material is unarranged.

RECORDS RELATING TO THE MERCHANT MARINE BULLETIN. 1928-32. 13 ft.

467

Correspondence of the editor, W. H. King, relating to stories and photographs used for articles, general makeup of the magazine, and statistical reports; copies of articles of interest, drafts of articles, and suggestions for other material to be included; "Extracts From Current Comment," and interoffice memoranda; and proofs of articles. Arranged by type of material as listed and thereunder chronologically except for the second group, which is unarranged.

Records of the Ship Sales Division

The Ship Sales Division of the Emergency Fleet Corporation was established in 1919 to handle the disposal of vessels that had been built or purchased under the wartime emergency program. On October 2, 1923, jurisdiction over the "laid-up fleet" (vessels for sale, scrapping, or reserve operations) was transferred to the Division. Before that the laid-up fleet had been actually supervised by various committees, although nominally by the Fleet Corporation's Vice President in Charge of Operations. On October 6, 1926, the Ship Sales Division became the Fleet Control Department, with an Inactive Fleet Division and a Ship Sales Division. In May 1927 the Inactive Fleet Division became the Reserve Fleet Division and it was placed under the jurisdiction of the Operations Division. It was transferred to the Ship Sales Division on May 15, 1933, and remained there until March 12, 1934, when it became the Maintenance and Reserve Fleet Section. Sales and maintenance functions were again combined in March 1936 in a Reserve Fleet and Sales Section of the Division of Operations and Sales. This organization lasted until the Maritime Commission was established on October 26, 1936.

GENERAL RECORDS. 1919-36. 107 ft.

468

Mainly correspondence, memoranda, and reports relating to the sale and scrapping of vessels, valuations and appraisals of ships, and the super-



vision of laid-up vessels, but including also administrative correspondence and memoranda of the Division. Arranged numerically by a classification scheme, a copy of which is at the beginning of the series.

ADMINISTRATIVE RECORDS OF THE SHIP SALES DIVISION. 1923-35. 13 ft. 469

Relate to Shipping Board policy as to the sale of ships, the scrapping of vessels, laid-up fleets, and valuation of vessels. Arranged alphabetically by subject; a list of subjects is at the beginning of the series.

RECORDS REGARDING THE SALE OF WOODEN SHIPS. 1919-22. 3 ft. 470

Correspondence with companies and individuals interested in the purchase of wooden vessels from the Shipping Board. Arranged alphabetically by name of company or person.

RECORDS OF THE CENTRAL FLEET SURVEY COMMITTEE. Apr.-Sept. 1923. 3 ft. 471

Include correspondence relating to survey, administrative, and other reports, and miscellaneous reference material. The Committee was appointed on Mar. 3, 1923, to survey the physical condition of the Shipping Board fleet as a whole. The records are unarranged.

RECORDS OF THE JOINT COMMITTEE ON THE SHIP SCRAPPING PROGRAM. 1927.

5 in.

472

Contain data relating to vessels of doubtful utility to the Shipping Board and the recommendation of the Committee, not approved by the Army and Navy, that such vessels be scrapped. The Committee, composed of representatives of the Shipping Board and its Merchant Fleet Corporation, the Navy Department, the War Department, and the Department of Commerce, was appointed to decide which of 129 vessels should be scrapped. The records are arranged by vessel number; a key to the numbers is at the beginning of the series.

RECORDS OF THE NEW YORK OFFICE OF THE SHIP SALES DIVISION. 1919-25.

15 ft.

473

Mainly correspondence and memoranda relating to the sale of steel and wooden steamers, tugs, and barges, but including also injury and compensation reports and copies of "Service Records" giving particulars of service for employees of the laid-up fleets in the New York area. The records are grouped as follows and arranged thereunder as indicated: (1) general correspondence, alphabetically by name of company or person; (2) correspondence with consular officials, alphabetically by name of consulate; (3) a general file, according to the Standard Files Classification used by the Operations Division, with a copy of the Classification at the beginning; (4) interoffice correspondence, alphabetically by subject or name of correspondent; (5), (6), and (7) correspondence regarding the sale of steel steamers, wooden steamers, and tug boats and barges, respectively, each arranged alphabetically by subject; (8) "Injury and Compensation Reports," 1922-25, for employees in the laid-up fleets, alphabetically by name of employee; and (9) "Service Records," alphabetically by name of employee.



REPORTS OF ILLNESS AND INJURY FOR EMPLOYEES OF THE LAID-UP FLEETS.

1926-31. 2 ft.

474

With the reports are some correspondence and memoranda relating to claims. The records are arranged by district, as follows, and thereunder alphabetically by name of employee: New York, Hog Island (A-L only), James River, Pacific Coast, and Gulf (A-T only). Reports for earlier years are in the series described in entry 473.

GENERAL RECORDS OF THE RESERVE FLEET SECTION. 1920-36. 22 ft.

475

Correspondence, memoranda, inventories, and reports, relating to the operation, administration, repair, and preservation of the reserve fleet. In several groups, as follows: (1) general correspondence, arranged alphabetically by name of person, vessel, or subject, with a list of subjects at the beginning of the group; (2) correspondence with district offices, arranged by district (Staten Island, James River, Gulf, Caldwell Fleet, Pacific, Seattle, and Hog Island) and thereunder alphabetically by subject; (3) reports relating to preservation, arranged alphabetically by name of vessel (A-C only); and (4) inventories, arranged by laid-up fleet district.

RECORDS OF THE DRY DOCK DIVISION. 1919-24. 5 ft.

476

This Division, at times under the jurisdiction of both the Vice President in Charge of Operations and the Vice President in Charge of Construction, was charged with the custody, control, and negotiation for sale of all dry-docks and marine railways. The records include correspondence, memoranda, and reports relating to marine railways and drydocks; blueprints of plans for them; and copies of contracts, agreements, mortgages, and deeds of sale. Arranged in the following three groups and thereunder alphabetically by name of company (except for the last group, which is unarranged): copies of agreements and mortgages, general correspondence, and blueprints and photostats.

Records of the Insurance Division

Insurance matters were at first handled by a Division of Insurance responsible directly to the United States Shipping Board. In September 1921 a Marine Insurance Department was set up within the Traffic Department to supervise and administer the insurance fund for vessels, cargo, and freight and the insurance risks covered by the term "Protection and Indemnity." In 1926 the Insurance Department was made an independent unit under the jurisdiction of the Operations Division and after 1930 it was called a Division. It continued as such until after the Merchant Fleet Corporation was discontinued on October 25, 1936.

Many of the Division's records relate to protection and indemnity insurance. Risks under this type of insurance concern marine torts that occur upon a vessel, such as accidents to seamen or passengers, loss or shortages of cargo or damage thereto arising from improper stowage, rough passage, or other causes, and loss because of fines for violation of customs or port rules, including liability under narcotics or prohibition laws. This type of insurance was handled for Shipping Board vessels by



two private companies during the period 1918-29. Between 1918 and 1923 the company was the American Steamship Owners' Mutual Protection and Indemnity Association, Inc., whose managing agents were the Johnson and Higgins Co. The Shipping Board entered into an agreement with the Association on April 25, 1923, whereby the Board took over all the unsettled claims and provided for the settling of accounts. Somewhat earlier, as of December 22, 1922, the United States Protection and Indemnity Agency, Inc. (known as the P. & I. Agency), another private company, had taken over the insurance of protection and indemnity risks. On February 3, 1925, all stock of the agency was placed in the name of the Shipping Board. On June 19, 1929, the agency reverted to private ownership when it was sold to the Marine Office of America. On October 9, 1929, the unfinished business of the agency was transferred to the Insurance Department for settlement.

GENERAL CORRESPONDENCE. 1918-36. 62 ft.

477

Correspondence, memoranda, and reports relating to the functions and organization of the Insurance Division of the Shipping Board, the Marine Insurance Department of the Fleet Corporation, and the Insurance Division of the Operations Division. In two groups, arranged as follows: (1) numerically according to a subject-numeric system, a key to which is at the beginning of the group; and (2) miscellaneous records, some as late as 1939 for matters begun before the termination of the Merchant Fleet Corporation, variously arranged. The second group also includes weekly accident reports, 1918-29.

INSURANCE CASE FILES RELATING TO MAJOR CASUALTIES TO VESSELS. 1918-36. 50 ft.

478

These case files, containing correspondence, reports, and memoranda, were made up when a Shipping Board vessel was involved in a collision or an accident that resulted in the payment of a large amount of insurance. They contain many details of disasters that are not in the general records of the Shipping Board. The records of a few cases in which the Fleet Corporation was not liable are included because they were important as precedents for other similar cases. In a few cases when the claims were not settled before the Merchant Fleet Corporation was dissolved, the records extend to 1939. Records relating to minor losses have been disposed of by congressional authority. The case files are arranged alphabetically by name of Shipping Board vessel involved.

CASUALTY INDEX. 1918-29. 5 ft.

479

An index, on 3" x 5" cards, to a part of the case files described in entry 478. Each card shows the date and the type of casualty to the particular vessel concerned. Arranged alphabetically by name of vessel.

INSURANCE STATEMENTS. 1919-36. 96 ft.

480

General average and particular average statements that itemize insurance losses as they relate to freight charges, cargoes, or vessels. The general average statement shows the pro-rata charge to each of the insurers as it



concerns each of the three possible types of loss. The particular average statement shows how one type of loss is divided among various insurers. The statements also contain a summary of the circumstances of each loss or casualty and show exactly how the insurance loss was paid. In a few cases when the insurance loss was not paid before the Merchant Fleet Corporation was abolished, the records extend as late as 1939. Arranged alphabetically by name of the Shipping Board vessel involved.

GENERAL INSURANCE RECORDS RELATING TO RECEIVERSHIP CASES. 1918-36.

30 ft.

481

Correspondence, memoranda, and reports relating to vessels involved in receiverships. These records had to be retained for the life of the receiverships and contain precedents important for dealing with other such cases and for the history of marine insurance. Many of the original ("pioneer") purchasers of Shipping Board vessels defaulted on their obligations but under certain conditions they were permitted to retain the vessels. The U. S. Transport Co., one of the Virginia shipbuilding companies, defaulted heavily on its payments after World War I. The records are in the following two groups and are arranged thereunder as indicated: (1) records relating to "pioneer purchasers," alphabetically by name of vessel, and (2) records relating to the U. S. Transport Co., alphabetically by name of vessel. At the beginning of the second group is some correspondence of W. W. Nottingham, who handled the case from 1921 to 1927, arranged chronologically, and at the end of the same group are some miscellaneous insurance policies. Dates of a few records in this series are as late as 1939.

CASE FILES FOR CLOSED CLAIMS HANDLED BY THE AMERICAN STEAMSHIP OWNERS'

MUTUAL PROTECTION AND INDEMNITY ASSOCIATION, INC. 1918-23. 78 ft. 482

The file for each claim consists of correspondence, pleadings, reports of accidents, and records of disposition. For the most part the claims relate to personal injuries to seamen; records of cargo claims have been destroyed. Arranged numerically. An index by name of vessel is described in entry 483.

INDEX TO THE CASE FILES DESCRIBED IN ENTRY 482. 1918-23. 21 ft. 483

These cards, 3" x 5", show for each claim the name of the vessel on which the injury or loss occurred, the date of the injury, the name of the person involved, and the type of injury or loss involved. The cards are arranged alphabetically by name of vessel.

CASE FILES FOR CLOSED CLAIMS HANDLED BY THE P. & I. AGENCY. 1923-29.

132 ft.

484

The file for each claim consists of correspondence, pleadings, testimonials, reports of accidents, and records of disposition. For the most part the claims relate to personal injuries to seamen. Arranged numerically; records of cargo claims have been destroyed. Indexes to the case files are described in entry 485.



INDEXES TO THE CASE FILES DESCRIBED IN ENTRY 484. 1923-29. 42 ft. 485

Three indexes, on 3" x 5" cards. Each index is arranged alphabetically, the first by name of claimant, the second by name of vessel, and the third by name of United States district attorney before whom the claim was presented.

#### Records of the Statistical Department

A Central Records and Information Bureau was established on February 1, 1920, in the Operations Division to assume the functions of "collation and maintenance of records and dates pertaining to the acquisition and operations of all vessels owned or under the control of the United States Shipping Board, and the dissemination of such information to those concerned." The Bureau was essentially a combination of the Ship Intelligence and the Marine Intelligence Departments, which were successors to the Shipping Board's Division of Planning and Statistics (see p.15). In 1922 the Bureau was joined with the Actuarial Department to become the Statistical Department of the Division of Operations. There it remained until 1934 when its functions were transferred to a Division of Research of the Shipping Board Bureau (later of the Maritime Commission). The records of the Statistical Department generally do not extend beyond 1934 and some of the main series of reports it began, notably the "Cargo, Mail, and Passenger Reports" and the "Daily Vessel-Movement Reports," were taken over by the Research Division of the Shipping Board in 1922 and continued in turn by the Shipping Board Bureau of the Department of Commerce and the Division of Research of the Maritime Commission. They are part of Record Group 178, Records of the United States Maritime Commission, in the National Archives.

GENERAL RECORDS. 1919-34. 106 ft. 486

Correspondence, memoranda, and reports relating to the operation of Shipping Board vessels. The records are grouped as follows: (1) general correspondence, arranged according to the Standard Files Classification of the Operations Division, with a copy of the Classification at the beginning of the group; (2) correspondence and reports, arranged alphabetically by name of vessel; (3) correspondence and reports, arranged by name of company; and (4) reports filed under the 1-Z-1 Classification. Among the reports in the last group are "Operators' Bulletins on Vessel Movements," 1920-36 (27 ft.), prepared by each operating company and containing information concerning the status and location of each of the company's vessels; monthly "Operators' Efficiency Reports," Mar. 1920-Dec. 1921; "Allocation Lists," 1920-22; weekly reports of major divisions of the Shipping Board and its Emergency Fleet Corporation, May 1920-Feb. 1921; weekly supercargo reports, January 1920-January 1922; reports on shipping activities abroad, 1921-31; and a few reports of the Division of Planning and Statistics. The reports are arranged by type as listed and thereunder chronologically except for the "Operators' Bulletins," which are arranged alphabetically by name of company. A partial index to the records in this series is described in entry 390; records of the Division of Planning and Statistics are described in entries 35-39.



REPORTS. 1919-35. 30 ft.

487

Record copies of reports prepared by the Central Records and Information Bureau and (later) the Statistical Department, concerning the operation of vessels by the Shipping Board. Each type of report was numbered (1-899) whether it was a special and nonrecurring or a recurring type, and whether it was issued weekly, monthly, or annually. For instance, number 190, "Vessels Under the Control of the United States Shipping Board," was issued annually or at irregular intervals and a copy of each issue is in this series. Number 830, "Weekly Index of the Location of Active Vessels," was issued each week from May 3, 1927, to Feb. 19, 1935. The reports are arranged by number and thereunder chronologically. Numbers 128 and 128A are "Lists of Reports Prepared," by number and title to Dec. 31, 1924. A similar list for reports (Nos. 670-899) issued during the period 1925-29 (later than 1929 for serials) has been prepared by the National Archives and a copy of it is with the records. Earlier reports are described in entry 37.

DAILY REPORT OF SHIPS IN PORT. Oct. 15, 1917-Oct. 10, 1918. 3 ft.

488

In general each report constitutes a list of "Foreign and American Steamers 1000 gross tons and over, engaged in overseas trade in United States Ports at the close of business each day." Arranged chronologically; there are gaps between Nov. 30 and Dec. 16, 1917, and between Jan. 14 and 23, 1918.

DAILY BULLETIN OF "OVERSEAS POSITIONS OF STEAM VESSELS." Apr. 12-Oct. 10, 1918. 2 ft.

489

This bulletin, issued daily except Sunday, lists each ship alphabetically by name and gives its flag, tonnage, sailing port, destination, and date of arrival. Numbers 2-152 are arranged chronologically. Similar information for some vessels is given in the following entry.

DAILY BULLETIN SHOWING LOCATION OF "SHIPS IN WHICH UNITED STATES SHIPPING BOARD IS INTERESTED." May 1-July 13, 1919. 6 in.

490

This bulletin, issued daily except Sunday, contains the same information as the bulletin described in entry 489 and, in addition, the names of the owners and operators of American vessels and the names of Japanese, Russian, and Dutch vessels controlled by the Shipping Board, arranged by nationality and thereunder alphabetically. The bulletins are arranged chronologically.

CARGO, BUNKER, AND VESSEL MOVEMENT REPORTS. Feb. 1918-Dec. 1919. 72 ft.

491

Form reports showing the movement and loading of vessels and, in addition, applications and licenses for bunker fuel. Cargo reports were filed at the time of entrance to and clearance from a United States port and show for each vessel the flag, weight, draft, capacity, and type, together with a list by general type of commodities carried and the names of the ports between which they were shipped. The form reports are arranged alphabetically by name of vessel. They are similar to the cargo and passenger reports submitted later to the Research Division of the Shipping Board and that are now a part of the records of the Maritime Commission.



in Record Group 178.

TRIWEEKLY OPERATING REPORTS OF "VESSELS UNDER JURISDICTION OF THE UNITED STATES SHIPPING BOARD." Apr. 2, 1919-Jan. 17, 1920. 4 ft. 492

Contain information as to the flag, tonnage, type, operator, sailing port, date of sailing, cargo, destination, and date of arrival for the vessels listed. In each report the names of vessels are grouped by trade region and thereunder by status (whether inbound, outbound, loading, discharging, or in foreign port). The reports are arranged chronologically.

LISTS OF VESSELS CONTROLLED BY THE UNITED STATES SHIPPING BOARD. Apr. 2-Nov. 1, 1919. 2 in. 493

Were issued at first weekly and then bimonthly. The vessels are listed alphabetically by type, as requisitioned American vessels, newly built vessels, and ex-German, ex-Austrian, Dutch, and foreign vessels chartered. For each vessel there is given such information as tonnage, speed, trade, manager, date and period of charter, and number of passengers. The lists are arranged chronologically, with some gaps.

WEEKLY REPORTS SHOWING DISTRIBUTION OF VESSELS BY TRADES AND SERVICES. Feb. 27-July 10, 1919. 2 in. 494

The vessels controlled by the Shipping Board are listed by type of service (Army, Belgian Relief, Food Administration) or trade region and thereunder alphabetically by name of vessel. The reports are arranged chronologically; a few are missing.

LISTS OF SHIPOWNERS AND OPERATING COMPANIES. Mar. 15 and May 15, 1919. 2 in. 495

The lists were printed monthly but only two of them, for the dates given, have been retained. The names of companies are listed alphabetically, with information as to the number of vessels and total tonnage of their original fleet, of the fleet removed from their control, of the fleet assigned to them for management and/or operation, and of their total fleet as of the date of the list.

MISCELLANEOUS LISTS OF THE DIVISION OF PLANNING AND STATISTICS. 1919. 2 in. 496

Printed reports compiled by this Division of the Shipping Board, as follows: (1) "Control and Employment of All U. S. Flag Vessels and of Foreign Vessels Trading With the U. S....Also Status of [Emergency Fleet Corporation] Construction Program...", editions of May 1 and Aug. 1, 1919; (2) "Trade and Shipping Between the U. S. and the Principal Regions of the World in 1914 and 1918...", three reports, dated Aug. 30, 1919, for South America, Australasia, and British Indian and East Indian regions; and (3) "Steamship Fuel Stations in Foreign Countries and Non-Contiguous U. S. Territories," editions of May 1 and Sept. 1, 1919. Arranged as listed

REPORTS OF DAILY BOOKINGS OF STEAMERS FROM U. S. PORTS. Mar.-Oct. 1919. 4 in. 497

Show name of vessel, flag, tonnage, operator, sailing port, and destination. Arranged under two headings, "United States Shipping Board" and



"Competition," and thereunder chronologically. A few reports are missing.

REGISTERS OF VESSELS OWNED BY THE SHIPPING BOARD. 1919-20. 3 in. 498

Printed registers, similar to the annual List of Merchant Vessels of the United States, showing the names of vessels owned by the Shipping Board, their gross and net registered tonnage, their dead-weight tonnage, indicated horsepower and type of boiler, fuel consumed, steaming radius, dimensions, date and place of construction, and name of builder. Included are copies of the first edition (Feb. 1919), the third (July 1919), the fourth (Jan. 1920), and the fifth (Aug. 1920).

VESSEL STATUS AND ASSIGNMENT CARDS. 1918-22. 22 ft. 499

These cards, one for each vessel, vary in size from 8" x 10" to 8½" x 11", but they give similar information: date of assignment, operator to whom assigned, voyage number and destination, type of cargo, form of charter, and loading and discharge agent. Arranged alphabetically by name of vessel.

VESSEL MOVEMENT BULLETINS. June 1919-Dec. 1923. 36 ft. 500

Were issued by the district offices of the Division of Operations, usually daily but sometimes weekly. Vessels in or near a given office are listed alphabetically by name of vessel, with the location, dates of arrival and departure, and remarks about cargoes, loading progress, delay, and the like. Arranged by district and thereunder chronologically by date of bulletin.

MISCELLANEOUS FOREIGN REPORTS. 1919-20. 1 ft. 501

Reports by W. F. Dunning relating to the organization of European offices of the Shipping Board, 1919-20; reports on various shipping matters in Great Britain received from the Shipping Board's Department of Intelligence in London, 1919-20; and a reading file of J. H. Palmer, liaison officer for shipping information, 1919-20. Arranged in groups as listed; the first and last groups are arranged chronologically and the second group is arranged alphabetically by subject.

CLIPPINGS RELATING TO THE SEAMEN'S STRIKE. May-June 1921. 4 in. 502

Are mainly from Baltimore newspapers, but include also a few printed bulletins issued by the Baltimore Steamship Operators' Committee. Arranged chronologically.

REPORTS CONCERNING THE LAID-UP FLEET. 1921. 10 in. 503

Show numbers and types of laid-up vessels, their locations, and the numbers and types of men needed to maintain them. Unarranged.

EFFICIENCY REPORTS BY OPERATING COMPANIES. 1921-22. 4 ft. 504

Show the operating efficiency of each vessel. Arranged alphabetically by name of company and thereunder by name of vessel.



VESSEL EXPENSE AND REVENUE REPORTS ("VOYAGE ACCOUNTS"). 1919-33.

112 ft.

505

Forms, known as "Voyage Accounts" and "Itinerary" forms, that show for each vessel the amounts of receipts and expenditures by voyage, with related correspondence and notes. From 1919 to 1922 there were a number of reports for each vessel, including a preliminary "Statement of Results From Operations," a "Statement of Estimated Expenses During a Lay-up for Repairs," and a statement of expenses due to other causes. The reports are in the following four groups, arranged thereunder as indicated: (1) all types of reports, November 1919-April 1922, by type of vessel and thereunder alphabetically by name of vessel; (2) summary reports, June 1919-May 1921, alphabetically by name of vessel; (3) summary reports, June 1921-June 1933, alphabetically by name of vessel; and (4) "Skeleton Itinerary" reports, 1921-23, chronologically by year and thereunder by trade route.

DAILY REPORTS OF ENTRANCES AND CLEARANCES OF VESSELS AT NEW YORK CITY.

1920-36. 5 ft.

506

Copies of daily reports listing (1) the name of each vessel arriving at the port of New York that day, together with its flag, tonnage, name of port from which it came, and the names of its owner and master (Entrances), and (2) the name of each vessel leaving the port of New York that day, together with its flag, tonnage, name of port of destination, and the names of its owner and master (Clearances). The reports were prepared by the Collector of Customs of the Port of New York. Arranged chronologically, with the "Entrances" preceding the "Clearances" for each day.

ANNUAL REPORTS ON THE VOLUME OF WATER-BORNE FOREIGN COMMERCE OF THE UNITED STATES. 1924-28; 1930-33. 1 ft.

507

Report Form 297, compiled by the Bureau of Research of the Shipping Board, to show the volume of water-borne foreign commerce of the United States by ports of origin and of destination. For each port are shown the total tonnage and the tonnage of each of some 20 major types of commodities imported into or exported from that port. Arranged chronologically. Other reports of the Bureau are described in entry 44.

Records of District Offices Within the Operations Organization

As the Construction Organization completed vessels and as vessels were requisitioned, field offices were created to operate them. The records of each of these offices generally include correspondence and reports relating to all of the varied activities necessary for operating the vessels. Most of the records, with the exception of those relating to vessel or administrative personnel and to certain activities of the representatives at Cleveland, Norfolk, New Orleans, San Francisco, and New York City, have been destroyed. More records of the New York office than of any other have been retained because that office was in the nature of a headquarters for most of the early operating period, 1918-20, and its records antedate and supplement those in the general files of the Division of Operations.



(described in entry 385). District offices were maintained at Boston, New York, Philadelphia, Baltimore, Norfolk, Charleston, Savannah, Jacksonville, New Orleans, Galveston, San Francisco, Portland, Seattle, and Chicago. The office at Cleveland was also a construction office, and had a branch office at Montreal, Canada. No records were retained for the Savannah or Chicago offices. The records retained for the other offices are described in the entries below, with New York listed first because of its importance as a port and Cleveland last because of its special character.

#### Records of the New York District Office

RECORDS OF THE TANK STEAMER EXECUTIVE. 1918-19. 4 ft. 508

A separate Section, called the Tank Steamer Executive, was formed early in 1918 to deal with the operation of tankers. Its headquarters were in New York. These records consist of correspondence and reports relating to the movement, cargo, and rates of and repairs to oil tankers. Arranged alphabetically by name of company, person, or subject. Other records pertaining to tankers are among the records of the Tank Steamer Department of the Operations Division (see entry 411).

GENERAL RECORDS OF THE MARINE DEPARTMENT. 1918-22. 177 ft. 509

The New York Marine Department in March 1920 succeeded the former Operating Division, which had existed since 1918. All details regarding the manning, operating, and performance of vessels owned or operated by and for the Shipping Board and the performance of crews on those vessels were handled by the Department, and it was considered the home office for operations during the period. Its records consist of correspondence and reports relating to the assignment of crews to vessels, wages and performance of crews during a voyage, subsistence on ship and in port, performance of vessels, assignment and movement of vessels from and to the "spot" or "laid-up" fleet, and the like. The records antedate and supplement those in the general files of the Division of Operations (described in entry 385), and should be used in conjunction with them and with the records of the New York Operating Department (described in entry 514). Arranged in two groups, one for 1918-19 and the other for 1920-22, and thereunder alphabetically by name of vessel, except for those names beginning with "Lake," which are at the end of the series.

RECORDS RELATING TO STEWARDS. 1917-18. 4 ft. 510

Mainly reports and correspondence pertaining to the assignment of stewards to vessels and copies of crew lists for stewards. There are also a few records showing the cost of food and a few inventories of food to be placed on vessels. Arranged alphabetically by name of vessel.

RECORDS RELATING TO "SPOT" SHIPS AND WATCHMEN AT NEW YORK. 1917-18. 2 ft. 511

Correspondence, work papers, and copies of payrolls relating to "spot" ships at New York and to watchmen and laborers on them. Arranged chronologically.



RECORDS OF THE FLEET SURGEON. 1918-21. 9 ft. 512

Mainly office files of Dr. W. W. Meiners, who, as Fleet Surgeon for the Emergency Fleet Corporation, administered the Medical Department from the New York office. The Medical Department became a part of the Marine Department on Mar. 16, 1920. Ship's doctors on all vessels controlled by the Shipping Board were responsible to the Fleet Surgeon, and he had general supervision over health and sanitation both aboard vessels and on shore for the New York offices. His records consist of general correspondence, arranged by subject; correspondence regarding the appointment of physicians, arranged alphabetically by name of person; correspondence and card records regarding the treatment of illnesses and injuries, arranged alphabetically by name of person; and surgeons' logs for various vessels.

RECORDS RELATING TO THE LAID-UP FLEET. Sept. 1921-Feb. 1922. 3 ft. 513

Mainly correspondence and copies of payrolls for the crews of vessels in the laid-up fleets in the New York district. There are also a few copies of payrolls for the clerical employees of the Board of Inventory for various biweekly periods from March 1920 to July 1922. Arranged chronologically.

GENERAL RECORDS OF THE OPERATING DEPARTMENT. 1919-22. 205 ft. 514

The Operating Department was established on Mar. 15, 1920, and inherited the functions of the Dispatch and Supervisor's Departments. For the dates covered by these records this Department and the Marine Department (its records are described in entry 509) were the main operating offices for all vessels of the Shipping Board. As an operating unit the Operating Department was more concerned with the cargoes and the performance of vessels than with the crew, but its records include reports of personal injuries as well as reports and correspondence relating to its other functions. There are also a few abstracts of logs, loading diagrams, and manifests. The records are arranged alphabetically by name of vessel; they should be used in conjunction with the general files of the Operations Division (described in entry 385).

RECORDS RELATING TO THE BOARD OF SURVEY. 1917-18. 1 ft. 515

Consist mainly of correspondence, arranged by name of company, and an inventory of the SS. Vaterland, renamed the SS. Leviathan. The Board of Survey was set up in 1917 to survey and inventory the vessels taken over from enemy countries and from other owners. Most of its records were disposed of because they were duplicated in the records of the Contract Division (described in entries 419-425) or the general files of the Operations Division (described in entry 385).

RECORDS OF RICARDO DE VILLAFRANCA. 1918-21. 2 ft. 516

Office files of Mr. de Villafranca, who served as a translator and interpreter as well as a statistician in the South American Trades Department. His records consist mainly of reference reports and memoranda, with related correspondence, relating to the shipping, shipbuilding, and



trade of the various Latin American countries. They are in the following groups, arranged thereunder as indicated: (1) reports, alphabetically by subject and title, with a list of reports at the beginning; (2) correspondence with operators and managers requesting information, chronologically; and (3) miscellaneous correspondence, unarranged. Other records relating to Latin America are among the records of the Traffic Department described in entries 433, 440, and 441.

RECORDS OF THE TRAMP STEAMERS BULK CARGO CONFERENCE. 1920-21. 4 ft. 517

The Conference was organized Nov. 23, 1920, to determine rates and assign cargoes moving outward from United States ports on tramp steamers. It was dissolved Aug. 1, 1921, and its work was taken over by the Traffic Department. The records consist of (1) correspondence relating to cargoes, arranged by name of company; (2) interoffice memoranda and related correspondence, arranged chronologically; and (3) some copies of minutes of meetings of various North Atlantic freight conferences, April 1920-January 1921, arranged chronologically. For similar records of a later period see the records of the Traffic Department relating to freight tariffs and conferences (described in entry 447) and the general records of the Department (entry 433).

BLUEPRINTS OF VESSELS. 1919-22. 2 ft. 518

Detailed blueprints for the construction of certain vessels, apparently those having special galley or loading and unloading equipment. Arranged alphabetically by name of vessel.

Records of the Boston District Office

RECORDS OF J. B. MERRIFIELD. 1921-33. 2 ft. 519

Office files of Mr. Merrifield, chief clerk of the district office, Jan. 1921-Mar. 31, 1931, and some correspondence of the district representative who took over his duties, Apr. 1, 1931-June 1933. The records consist of correspondence relating to office personnel, copies of district annual reports, 1921-32, and general correspondence relating to the activities of the district. Arranged chronologically.

RECORDS RELATING TO PERSONNEL ON VESSELS. 1922-33. 1 ft. 520

Correspondence, memoranda, and reports relating to the assignment and service of officers and seamen aboard vessels. Arranged alphabetically by name of ship.

MANAGING OPERATORS' VESSEL OPERATING REPORTS. Aug. 1930-May 1933.  
2 ft. 521

Crew lists, log abstracts, condition and injury reports, and bunker schedules, all submitted to the Fleet Corporation by managing operators under the 1930 Operating Agreement. Arranged alphabetically by name of vessel under (1) the American Republics Line and (2) the Yankee Line.



RECORDS RELATING TO THE BOSTON ARMY BASE. Oct. 1921-Jan. 1925. 1 ft. 522

Correspondence and reports relating to the leasing and maintenance of piers at the Boston Army Base and to the docking and berthing of vessels and the storage of cargo and equipment there. Arranged alphabetically by subject.

#### Records of the Philadelphia District Office

RECORDS RELATING TO PERSONNEL ON VESSELS. 1918-33. 12 ft. 523

Consist of the following: (1) deferred list, 1919-30, of officers and seamen on Shipping Board vessels who were refused employment for a period of time; (2) masters' and mates' service records and crew lists, 1918-20, for Shipping Board vessels leaving Philadelphia; (3) log abstracts and crew lists of Shipping Board vessels docking at Philadelphia, 1918-20; (4) personnel reports relating to engineers on Shipping Board vessels entering or leaving Philadelphia and engineers' logs, 1919-20; (5) service records of engineer officers, 1919-20; (6) crew lists for and service records of stewards, 1918-21; (7) correspondence and reports relating to supercargoes, 1919-20; and (8) correspondence and reports of the district representative relating to vessel personnel, 1918-33. The deferred list, the service records, and the correspondence are arranged alphabetically by name of person; the crew lists and logs are arranged alphabetically by name of vessel.

RECORDS RELATING TO PERSONNEL IN OFFICES. 1918-31. 5 ft. 524

Correspondence and forms relating to the personnel of the Philadelphia District Office and some copies of payrolls, 1920-23, for persons employed on a daily or weekly basis. Arranged in general chronologically; a small group is arranged by name of employee.

VESSEL DESCRIPTION CARDS. 1920. 4 in. 525

For the vessels owned or operated by or for the Shipping Board in 1920, the cards give the name of the vessel, the name of its owner, the type of vessel, the kind of fuel used, and the measurements of the vessel. Arranged alphabetically by name of vessel.

PROGRESS PHOTOGRAPHS OF REPAIRS TO ARMY BASE PIERS. 1924-27. 4 in. 526

Show repairs in progress at piers 96-99, at the foot of Oregon Avenue in Philadelphia. The piers were owned by the Shipping Board and leased to the Army, but the Board was responsible for their maintenance and repair. The photographs (positives) are arranged chronologically.

#### Records of the Baltimore District Office

RECORDS RELATING TO PERSONNEL ON VESSELS. 1920-29. 6 ft. 527

Crew lists for Shipping Board vessels leaving Baltimore, March 1920-December 1923, arranged alphabetically by name of vessel; and service records for deck officers, engineer officers, stewards, and radio operators who sailed on Shipping Board vessels out of Baltimore, 1927-29, arranged by group as listed and thereunder alphabetically by name of person.



RECORDS RELATING TO PERSONNEL IN OFFICES. 1919-28. 8 in. 528

Correspondence and reports relating to the office personnel at Baltimore. Arranged chronologically.

Records of the South Atlantic District Office at Norfolk, Va.

RECORDS RELATING TO PERSONNEL ON VESSELS. 1918-30. 34 ft. 529

Consist of the following: (1) service records for deck and engineer officers, radio operators, supercargoes, stewards, and other deck personnel assigned to the Norfolk area (including Savannah and Charleston), 1918-22; (2) copies of payrolls for officers and crews of Shipping Board vessels who were paid directly by the Board, 1918-22; (3) lists of travel orders authorized for vessel personnel, 1920-22, transportation requests for seamen, 1918-19, and requests of seamen to forward mail, 1919-21; (4) card lists of supercargoes, 1920-21; (5) card lists of officers and other personnel on Shipping Board vessels out of Norfolk who were suspended and/or reinstated during the period 1920-30 ("deferred list"); (6) card lists of deck and engineer officers available in 1923-24, and of those assigned during that period; (7) service record cards for vessel personnel, 1921; and (8) card lists of engineer officers employed out of Norfolk, 1918-20, with dates of employment and names of vessels on which employed. The service records, travel orders, "deferred lists," and other card lists are grouped according to the department of the vessels in which the persons were employed and thereunder (except for the service records in group 7) arranged alphabetically by name of person; the service records for vessel personnel, 1921, and the copies of payrolls are arranged alphabetically by name of vessel.

RECORDS RELATING TO PERSONNEL IN OFFICES. 1918-22. 13 ft. 530

Correspondence and reports relating to the administrative personnel of the South Atlantic District Office at Norfolk, which for this period included Savannah and Charleston. The records are arranged as General Administrative, General Office, General Comptroller, and Construction and Repair and thereunder alphabetically by name of person.

RECORDS OF THE HAMPTON ROADS BUNKERING ASSOCIATION. 1917-19. 1 ft. 531

The association, a private enterprise for handling stream bunkering of coal, was taken over by the Shipping Board in October 1918 and was operated by it until February 1919. The records in this series consist of correspondence, memoranda, and reports pertaining to the activities of the association and to its vessels used in handling stream bunkering in Hampton Roads, Va. Arranged alphabetically by name of person or subject.

RECORDS OF THE HARBOR AND SHIPPING CONTROL BOARD. 1918-19. 6 in. 532

This Board was organized in February 1918 to coordinate harbor activities. It was composed of the Collector of Customs at Norfolk, the District Director of the Emergency Fleet Corporation, and representatives of the Army, the Navy, the Tidewater Coal Exchange, and the railroads. The District



Director, Mr. Palen, was Secretary of the Board. The records consist mainly of minutes of meetings and correspondence maintained by the Secretary relating to the utilization of railroad coaling facilities, bunkering, and loading cargo and transport vessels in the area, but include also daily reports, September-October 1919, of the Tidewater Coal Exchange. Arranged numerically; a numbered list of subjects is at the beginning of the series.

RECORDS RELATING TO SHIP PROTECTION. 1917-18. 10 in. 533

Capt. J. D. Sweetser was an inspector for the Ship Protection Committee during 1917 and until July 1918, when he was succeeded by Captain Oast, who served until the end of the war. Their records consist of correspondence and memoranda relating to the inspection of all American vessels (except those under the control of the Army and Navy) leaving Norfolk for transatlantic voyages. The inspection was to determine whether such vessels were properly camouflaged, their safety devices in proper shape, and their officers instructed in antisubmarine methods. Arranged alphabetically by name of person or subject. Additional records relating to ship protection are described in entries 105, 235, and 236.

REPORT ON WEATHER CONDITIONS ON THE JAMES RIVER, 1905-1921. 1921. 4 in. 534

Relates to the weather conditions during the winter months on the James River, where the laid-up fleets were stationed. The report, accompanied by monthly climate and temperature reports, was compiled by a committee appointed by the Fleet Corporation's Vice President in Charge of Operations. The committee members were the District Director of the Corporation at Norfolk, the district head of the Army Engineers, the Master of James River Steamers, and representatives of the Virginia Pilot Association and the American Bureau of Shipping.

#### Records of the Charleston District Office

RECORDS RELATING TO PERSONNEL ON VESSELS. 1919-29. 1 ft. 535

Correspondence and reports, including some service records, pertaining to officers and seamen on Shipping Board vessels operating out of Charleston. They comprise that part of the general records of the Charleston District Office classified as 3-A-1 to 3-G-1 according to the Standard Files Classification used by the Operations Division. A copy of the Classification is with the records described in entry 385. Arranged numerically by subject number and thereunder chronologically.

RECORDS RELATING TO PERSONNEL IN OFFICES. 1919-29. 3 ft. 536

Correspondence and reports, relating mainly to office workers at the Charleston offices but also to some per diem laborers, watchmen, and other employees of the Charleston Army Base. They comprise that part of the general records of the district office classified as 1-B-1 to 1-B-3 according to the Standard Files Classification used by the Operations Division. Arranged numerically by subject number and thereunder for the most part alphabetically by name of employee.



## Records of the Jacksonville District Office

RECORDS RELATING TO PERSONNEL IN OFFICES. 1918-25. 5 in.

537

Correspondence and reports relating to office workers and per diem employees of the Jacksonville office. They comprise that part of the general records of the district office classified as 1-B-1 to 1-B-3 according to the Standard Files Classification used by the Operations Division. Arranged numerically by subject number and thereunder alphabetically by name of employee.

## Records of the Gulf District Office at New Orleans

The Gulf District included large subagencies at Pensacola, 1919-25, Mobile, 1919-32, and Galveston, 1919-33, and some records of these offices are among the records of the headquarters office at New Orleans. A few records from subagencies that existed in 1918-19 at Gulfport, Miss., and Port Arthur (also known as the Beaumont or Orange Subagency), Tex., are also included. In tonnage handled and number of services rendered the Gulf District ranked next to the New York District.

RECORDS RELATING TO PERSONNEL ON VESSELS. 1918-36. 46 ft.

538

Consist of the following: (1) crew lists (35 ft.) for Shipping Board vessels operating out of Mobile, 1919-32, Galveston, 1919-33, and New Orleans 1918-36; (2) service records of deck and engineer officers, stewards, and radio operators, 1921-33; (3) cards for vessels showing names and dates of appointment of the principal ships' officers, 1919-33--yellow cards for deck officers (master and mates), salmon for engineer officers, and blue for stewards, supercargoes, and radio operators; (4) cards for vessel personnel suspended or reinstated ("deferred"), with reason for and period of suspension, 1919-33; (5) copies of supplemental payrolls for officers and crews of Shipping Board vessels, 1919-20, indicating amounts paid for travel, admiralty awards, and expenses; and (6) correspondence and reports relating to the employment and resignations of supercargoes, 1919-21. The crew lists, vessel appointment cards, and copies of payrolls are arranged alphabetically by name of vessel; the service records, "deferred" cards, and correspondence are arranged by chronological period or type of personnel and thereunder alphabetically by name of person.

RECORDS RELATING TO PERSONNEL IN OFFICES. 1918-36. 11 ft.

539

Correspondence and reports relating to employees in the New Orleans and subagency offices. The records are arranged in the following groups and thereunder as indicated: (1) general records of the district representative, alphabetically by subject; (2) correspondence relating to employees who were separated during the period 1918-28, alphabetically by name of employee; (3) correspondence, 1919-33, relating to employees who were still employed in 1933, alphabetically by name of employee; (4) copies of payrolls, 1926-28 (for some pay periods the rolls are missing), chronologically; (5) card records showing employee's name, title, salary,



and division, 1920-29, alphabetically by name of division and thereunder by name of employee; (6) correspondence relating to the Office of the District Comptroller, 1928-31, chronologically; and (7) correspondence, 1920-33, relating to employees at the Galveston subagency, according to a subject-numeric scheme. A list of subjects corresponding to the file numbers for the correspondence in group 7 is at the beginning of that group.

ALLOCATION, MOVEMENT, AND TECHNICAL DATA CARDS FOR VESSELS. 1918-29.  
5 ft.

540

This series consists of the following: (1) cards showing for each vessel the necessary number of officers and crew, together with the wage scale, 1919-22; (2) cards showing for each vessel the tonnage, loading capacity, and name of operator, 1919-21; (3) cards showing the movements of Shipping Board vessels operated out of New Orleans, Mobile, and Galveston, 1920-29; (4) cards for Merchant Marine vessels, 1918-19, containing technical data relating to hulls, boilers, fuel capacity, and the dimensions and the names of the owners and operators; and (5) cards showing for each vessel the name of the trade route to which it was allocated and the name of the operating company, 1919-20. Each group of cards is arranged alphabetically by name of vessel.

#### Records of the Pacific Coast District Office at San Francisco

San Francisco was the headquarters office for the Pacific Coast District from May 1917 to August 1920; subagencies operated at Seattle, Wash., February 1918-August 1920, and at Portland, Oreg., March 1918-August 1920. In August 1920 San Francisco became the headquarters for the South Pacific District and Seattle the headquarters for the North Pacific District, with the Portland Office a subagency of the latter district. On October 16, 1920, Portland was transferred back to the jurisdiction of San Francisco and that district assumed its former name of Pacific Coast District. On February 1, 1926, the name of the North Pacific District was changed to Puget Sound District and Portland became a subagency of that district.

RECORDS RELATING TO PERSONNEL ON VESSELS. 1917-28. 20 ft.

541

Consist of (1) correspondence and reports relating to the operation of vessels in the Pacific Coast District, March 1917-August 1919; (2) service records of deck and engineer officers, stewards, and radio operators, 1919-25; (3) correspondence regarding the suspension of officers and seamen, 1919-25; (4) correspondence and reports concerning laid-up fleets, including copies of some payrolls for crews of the laid-up fleets, November 1920-July 1924; and (5) crew lists for Shipping Board vessels operating out of San Francisco and Portland, 1920-25, and San Francisco only, 1926-28. The correspondence in group 1 and the crew lists in group 5 are arranged alphabetically by name of vessel; the service records are arranged alphabetically by name of vessel; and the suspension correspondence and laid-up fleet records are arranged chronologically.



RECORDS RELATING TO PERSONNEL IN OFFICES. 1919-24. 15 ft. 542

Consist of (1) correspondence and reports of the district personnel officer, 1919-24; (2) a few copies of payrolls and reports of the Material Sales Division (a predecessor of the Supply and Sales Division), 1919-22; (3) correspondence relating to personnel in the Seattle office before it was made a separate district, 1919-21; and (4) correspondence relating to personnel in the Portland office, 1918-24, including a few copies of payrolls for the Material Sales Division. The records in group 1 are arranged by subject; those in the other groups, chronologically.

RECORDS OF CAPT. A. E. PILLSBURY. Mar. 1917-Dec. 1918. 2 ft. 543

Office files of Captain Pillsbury, a special expert and representative of the Shipping Board at San Francisco, May 1917-December 1918. His records consist mainly of correspondence and reports relating to the commandeering of German vessels on the Pacific Coast and to the activities and organization of the district office at San Francisco, but include also some correspondence of Harold H. Ebey, assistant to Captain Pillsbury. Arranged alphabetically by subject.

RECORDS RELATING TO PORT FACILITIES. 1917-24. 2 ft. 544

Correspondence, reports, notes, pamphlets, and photographs regarding port and harbor facilities, mainly at ports on the Pacific coast and in the Philippine and Hawaiian Islands. Arranged as (1) correspondence and reports and (2) pamphlets, and thereunder alphabetically by name of port.

Records of the Office at Portland, Oreg.

RECORDS RELATING TO PERSONNEL IN OFFICES. 1918-29. 5 in. 545

Comprise that part of the general file of the Portland office classified as 1-B-1 to 1-B-3 according to the Standard Files Classification used by the Operations Division. The records relate to the office and per diem employees of the Portland office. Arranged numerically by subject number and thereunder chronologically.

Records of the Puget Sound District Office at Seattle

RECORDS RELATING TO PERSONNEL ON VESSELS. 1919-29. 7 ft. 546

Consist of (1) crew lists of Shipping Board vessels operating out of Seattle, 1919-24; (2) correspondence relating to vessel personnel, 1924-29; (3) correspondence and reports relating to laid-up and spot ships, 1919-23; (4) service records of deck and engineer officers and stewards, 1919-22; (5) copies of testimony given by ship's officers and crews regarding accidents to vessels, 1920-22; and (6) service records of radio operators, 1919-22. The crew lists are arranged alphabetically by name of vessels; the correspondence in group 2 is arranged according to the Standard Files Classification; the records in group 3 are arranged by subject; the service records are arranged alphabetically by name of person; and the copies of testimony are arranged numerically.



RECORDS RELATING TO PERSONNEL IN OFFICES. 1920-23. 1 ft. 547

Mainly correspondence concerning payrolls and a record of per diem employees' compensation in the Portland and Seattle offices, July 1920-February 1923. Arranged chronologically.

Records of the Office of the Special Agent at Cleveland

Fred A. Eustis, special agent in charge of the reconstruction of vessels, had an office at Cleveland, Ohio, and was responsible to and received instructions directly from the Washington office of the Shipping Board. Vessels were cut in two, towed through the Welland Canal, and rejoined in Montreal, Canada, where there was a small office also under Mr. Eustis. His office existed from August 23, 1917, to about March 1919, at which time its remaining work was taken over by the operations office in the district.

CREW LISTS. 1917-19. 2 ft. 548

Are for vessels towed through the Welland Canal to Montreal and for the voyage from Montreal to Portland, Maine. Most of the vessels were named after lakes, with the exception of tugs, and have the word "Lake" as the first part of the name. Arranged alphabetically by name of vessel.

GENERAL CORRESPONDENCE WITH THE MONTREAL OFFICE. 1918-20. 8 ft. 549

Relates to the repairing, outfitting, and manning of vessels at Montreal, their journeys to Quebec and Sydney in Canada and to Portland, Maine. Arranged by year and thereunder alphabetically by subject.

GENERAL CORRESPONDENCE OF THE MONTREAL OFFICE. 1918-20. 3 ft. 550

Correspondence with Montreal and Quebec firms, the Cleveland office, and others regarding vessels, labor, customs, and immigration. Arranged alphabetically by name of correspondent or by subject.

Records of Foreign Offices

As early as June 1919 the Emergency Fleet Corporation established offices in foreign countries to promote the shipping activities of the United States and to handle the operation of Shipping Board vessels. By October 1919 an organization had been set up as follows: (1) a general European office at London, which controlled district general offices in continental Europe and port offices or agencies in the British Isles, and (2) general agencies that controlled port agencies in foreign ports and special agencies or representatives at ports where business was light. Records of offices at Italian ports, of offices at Port Said and Alexandria in Egypt, and of the office at Constantinople, Turkey, were consolidated with those of the London office. Part of the records of the general agency for Argentina and Uruguay (at Buenos Aires) for this period were consolidated with those of the agency for Brazil (at Rio de Janeiro) and part of them were lost; records of the agencies for Japan, China, and the Philippines have disappeared except for copies of reports made by them to the



home office of the Division of Operations (among the records described in entry 385).

On April 9, 1923, the direct supervision of all European ports was concentrated in various departments of the London office and many port offices were closed. In August 1925 the European organization was placed under a Vice President in Charge of European Offices and was given more authority in handling its business. District headquarters were established at Copenhagen, Hamburg, Antwerp, Genoa, and Piraeus. Their records have been consolidated with those of the London office.

In February 1926 the Brazil and Argentina offices were consolidated, with a branch at Santos, Brazil. By the end of June 1926 only three European offices in addition to the London office were left: Liverpool, Hamburg, and Antwerp. Headquarters for the Oriental Agency remained at Manila, with branches at Kobe, Yokohama, Shanghai, and Hong Kong. During 1927 directors for Western, Central, and Southern Europe were set up under the general supervision of the Director for Europe, but after 1929 only the office at London remained. The London office continued in operation until the Merchant Fleet Corporation went out of existence in 1936, but its records after 1932 are among the records of the United States Maritime Administration of the Commerce Department. Offices in South America were discontinued in 1929 as were all oriental offices except those at Manila and Yokohama, which continued in operation until after 1936. The only records received from the offices at Manila and Yokohama are the reports among the general files of the Operations Division (described in entry 385) and the combined general files of the Shipping Board and the Emergency Fleet Corporation (described in entry 7). Most of the oriental office records appear to have been destroyed during World War II.

The records of foreign offices that have been retained relate to ship movements, freight rates and traffic, stevedoring and labor conditions, port conditions and facilities, and bunkering. Records relating to the repair, maintenance, and routine operation of vessels have been disposed of by congressional authority. By far the largest quantity of records remaining are the general records of the London headquarters office. Records of the smaller port agencies were combined before they were received by the National Archives.

#### Records of the European Headquarters Office at London

GENERAL CORRESPONDENCE. 1919-32. 200 ft.

551

Relates to European and Russian relief, organization of the European offices, immigration and emigration, passenger and cargo solicitation, vessel casualties, claims for cargo and port damage, and general port conditions. Arranged according to the Standard Files Classification used by the Operations Division; a copy of the Classification is at the beginning of the



series. See also the records of other European offices described below.

CORRESPONDENCE OF THE LEGAL DEPARTMENT. 1919-30. 22 ft. 552

Mainly correspondence and reports relating to claims for cargo, personal injury, and vessel damage, and to other admiralty and international law matters. Arranged alphabetically by name of vessel concerned.

RECORDS RELATING TO THE REQUISITIONING OF FOREIGN VESSELS. 1918-19. 8 ft. 553

In 1918 the Shipping Board sent a mission to Europe to handle problems arising from the requisitioning of vessels belonging to foreign countries. The mission had its headquarters in London and after the war, in association with the Allied Maritime Transport Council, it supervised the return of the vessels. The records concerning the negotiations for each vessel and a copy of the release for that vessel were left in what became the London office of the Fleet Corporation. These records are arranged alphabetically by name of vessel. For other records relating to these vessels see the general files of the Operations Division and of the Contract Bureau described in entries 385 and 419, respectively.

Records of General and Port Agencies

CORRESPONDENCE OF THE GENERAL AGENCY AT LIVERPOOL, ENGLAND. 1919-26. 5 ft. 554

Relates to ship movements and the organization of Shipping Board offices in the United Kingdom outside of London. Records after 1926 were consolidated with those of the headquarters office described in entry 551. Arranged alphabetically by subject.

CORRESPONDENCE OF THE PORT AGENCY AT BRISTOL, ENGLAND. 1919-26. 1 ft. 555

Relates mainly to ship movements and passenger solicitation. Arranged alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE PORT AGENCY AT CARDIFF, WALES. 1920-21. 1 ft. 556

Relates to ship movements, passenger solicitation, and the bunkering of coal. Arranged alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE PORT AGENCIES AT HULL AND NEWCASTLE-ON-TYNE, ENGLAND. 1920-22. 3 ft. 557

Much of the correspondence relates to bunkering. Arranged alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE PORT AGENCY AT FALMOUTH, ENGLAND. 1921-23. 8 in. 558

Is similar in subject matter to the correspondence of the Liverpool office, described in entry 554. Arranged alphabetically by subject. See also entry 551.



CORRESPONDENCE OF THE GENERAL AGENCY AT DUBLIN, IRELAND. 1921-24.

3 ft.

559

Is similar in subject matter to the correspondence of the Liverpool office (described in entry 554), but contains also references to stevedoring conditions at Irish ports. Arranged alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE GENERAL AGENCY AT GLASGOW, SCOTLAND. 1923-24.

2 ft.

560

Is similar in subject matter to the correspondence of the Liverpool office (described in entry 554), but contains also references to port conditions in Scotland. Arranged in two parts, correspondence for 1923 and for 1924, and thereunder alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE GENERAL AGENCY AND DISTRICT OFFICE AT BARCELONA, SPAIN. 1924-30. 5 ft.

561

In addition to the general agency at Barcelona, a district office for southern Europe was also located there from 1927 to 1929. The records are from both offices and contain information about other Spanish ports and ports in southern France and in Italy. Also included are reports about general shipping conditions in the western Mediterranean area. Arranged alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE GENERAL AGENCY AT PARIS, FRANCE. 1919-21.

4 ft.

562

Relates to ship movements, port conditions in France, and passenger solicitations. Arranged according to the Standard Files Classification used by the Operations Division (see entry 385). Later records of the Paris agency are with those described in entry 551.

CORRESPONDENCE OF THE PORT AGENCY AT BREST, FRANCE. 1919-21. 1 ft. 563

Includes material relating to port conditions and to docking and bunkering facilities at Brest. Arranged alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE GENERAL AGENCY AT LE HAVRE, FRANCE. 1920-25.

2 ft.

564

Relates to port conditions at Le Havre. Arranged in two parts, one for the period 1920-23 and the other for 1923-25, and thereunder alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE PORT AGENCY AT DUNFIRK, FRANCE. 1920-21. 1 ft. 565

Relates to bunkering, vessel movements, and freight and passenger solicitation. Arranged alphabetically by subject. Other records of this agency are with the series described in entry 566 and with records of the London office (entry 551).



CORRESPONDENCE OF THE PORT AGENCIES AT BORDEAUX, DUNKIRK, AND ST.

NAZAIRE, FRANCE. 1919-21. 2 ft.

566

Is similar in subject matter to the records described in entry 565. These records were consolidated into one series before they were received by the National Archives. Arranged alphabetically by subject. See also entry 551.

CORRESPONDENCE OF THE GENERAL AGENCY AT ANTWERP, BELGIUM. 1922-25.

6 ft.

567

Part of the correspondence is arranged by subject and part, relating to the shipment of commodities, is arranged by name of commodity or by trade route. At this time Antwerp and Rotterdam were the usual European storage ports for goods to be transshipped. Earlier correspondence is with that of the Rotterdam office described in entry 572; later correspondence is with that of the London office described in entry 551.

CORRESPONDENCE OF THE GENERAL AGENCY AT COPENHAGEN, DENMARK. 1920-25.

5 ft.

568

Consists of correspondence between the agent at Copenhagen and the agents at Stockholm and Gothenburg, Sweden, and Helsingfors, Finland, 1920-21, relating to vessel movements; and three general groups of correspondence, one for 1921-24 and one for 1924-25, each arranged alphabetically by subject, and one for 1920-21, arranged alphabetically by name of company. Later records are described in entry 551.

CORRESPONDENCE OF THE PORT AGENCY AT STOCKHOLM, SWEDEN. 1922. 4 in. 569

Includes records relating to bunkering, vessel movements, and freight and passenger solicitation. Arranged alphabetically by name of company. See also entries 568, 570, and 571. Later records are with those of the London office described in entry 551.

CORRESPONDENCE OF THE PORT AGENCY AT GOTHENBURG, SWEDEN. 1921-22.

1 ft.

570

Is similar in subject matter to the correspondence of the Stockholm office described in entry 569. Arranged alphabetically by name of company. See also entries 568 and 571. Later records are with those of the London office described in entry 551.

CORRESPONDENCE OF THE PORT AGENCY AT HELSINGFORS, FINLAND. 1921-22.

6 in.

571

Is similar in subject matter to the correspondence of the Stockholm office described in entry 569. Arranged in two parts, one for 1921-22 and one for 1922, and thereunder alphabetically by name of company. See also entries 568-570. Later records are with those of the London office described in entry 551.

RECORDS OF THE GENERAL AGENCY AT ROTTERDAM, THE NETHERLANDS. 1920-24.

3 ft.

572

Include records, 1920-21, relating to the repair of the vessel Liberty Glo, which broke in two and one-half of which came into port; general



correspondence, 1920-24, arranged alphabetically by subject; and correspondence for the Rotterdam and Antwerp offices combined, 1920-21. Later records of the Rotterdam office are with those of the London office described in entry 551. Records of the Antwerp office are described in entry 567.

CORRESPONDENCE OF THE GENERAL AGENCY AT HAMBURG, GERMANY. 1919-25.  
11 ft.

573

Relates primarily to office organization and freight and passenger solicitation. During this period Hamburg was the principal agency for German ports, including Bremen and the Free City of Danzig. One part of the series consists of correspondence with representatives at German ports, 1920-25, and one consists of general correspondence of the Hamburg office. The records in each group are arranged alphabetically by subject. Later records are with those of the London office described in entry 551.

CORRESPONDENCE OF PORT AGENCIES IN THE EASTERN MEDITERRANEAN AREA.  
1920-25. 10 ft.

574

Includes records from agencies at Piraeus, Greece, Constantinople, Turkey, and Port Said and Alexandria, Egypt, that have been consolidated. The correspondence relates to port and harbor facilities, Russian relief, general cargoes carried, stevedoring, port regulations, and the like. Arranged alphabetically by subject. Later records are with those of the London office described in entry 551.

CORRESPONDENCE OF THE AGENCY AT HORTA, FAYAL ISLAND, AZORES. 1921-22.  
2 ft.

575

Relates mainly to fuel oil and other supplies. Arranged alphabetically by subject. Later records are with those of the London office described in entry 551.

CORRESPONDENCE OF THE GENERAL AGENCY AT RIO DE JANEIRO, BRAZIL. 1921-26. 9 ft.

576

Relates to South American trade routes, coffee imports and exports, and Shipping Board activity at Buenos Aires and Rosario, Argentina, and Montevideo, Uruguay. Arranged alphabetically by subject.

CORRESPONDENCE OF THE PORT AGENCY AT SANTOS, BRAZIL. 1926-29. 3 ft.

577

Many of the records relate to the coffee trade. Arranged numerically according to a filing scheme; the key to the scheme is at the beginning of the series.

CORRESPONDENCE OF THE PORT AGENCY AT BALBOA, CANAL ZONE. 1921-29.  
2 ft.

578

Many of the records relate to arrangements for Shipping Board vessels to pass through the Panama Canal. Arranged alphabetically by subject.

CORRESPONDENCE OF THE GENERAL AGENCY AT HONOLULU, T. H. 1921-23. 4 ft.

579

Many of the records relate to the fuel oil station at Honolulu and to the bunkering of coal. Arranged alphabetically by subject.



CORRESPONDENCE OF THE GENERAL AGENCY AT HAVANA, CUBA. 1920-21. 8 ft. 580  
Relates to port conditions in the West Indies, cargoes, trade routes, and general office organization. Arranged alphabetically by subject.

CORRESPONDENCE OF THE PORT AGENCY AT HAMILTON, BERMUDA. 1920-21. 4 in. 581  
Most of the records relate to the organization of the office. Unarranged.

CORRESPONDENCE OF THE PORT AGENCY AT TAMPICO, MEXICO. 1921-22. 2 ft. 582  
Most of the records relate to fuel oil and bunkering. Arranged in three groups as follows: (1) numerically, with a key at the beginning of the group; (2) records relating mainly to commodities shipped, alphabetically by subject; and (3) alphabetically by general subject.

RECORDS OF THE PORT AGENCY AT DAKAR, FRENCH WEST AFRICA. 1919-21. 1 ft. 583  
Ship movement records, accounts of companies whose ships called at Dakar, and correspondence relating to the organization of the office. Arranged by type of record as listed.

#### Records of the United States Lines

The United States Lines was the name given by the Emergency Fleet Corporation to its organization that from late 1921 to early 1929 operated its large passenger liners, among them the SS. America and the SS. Leviathan, and some combination freight and passenger vessels. In organization the United States Lines was similar to a private shipping company except that it reported to the Trustees of the Emergency Fleet Corporation. It maintained a central office in New York City and offices in various European cities of which the London and Paris offices were at one time or another European headquarters. All records except those of the central office at New York and the general correspondence of the London and Paris offices have been disposed of by congressional authority.

RECORDS OF THE NEW YORK OFFICE. 1922-29. 56 ft. 584  
Mainly correspondence regarding revenues, expenses, bookings, passenger accommodations, and office organization, but including also revenue and expense statements and samples of forms used. Arranged by chronological period--1922-24, 1925-26, 1927, 1928-29--and thereunder alphabetically by name of correspondent, company, or office. See records of the London and Paris offices described in entries 585 and 586 for operating details; the general file of the Shipping Board, described in entry 7, for records relating to policy matters and the sale of the Lines; and the financial and statistical reports of the General Comptroller described in entry 96 for financial statements.



CORRESPONDENCE OF THE LONDON HEADQUARTERS OFFICE. 1921-29. 107 ft. 585

Mainly correspondence relating to passenger solicitation throughout Europe, immigration policies, rates for cargo and passengers, general office organization, problems of berthing, port charges and regulations, and passenger restrictions. Included are publicity releases relating to passengers traveling on United States Lines vessels and some passenger lists. Arranged alphabetically by name of person, office, or subject.

RECORDS OF THE PARIS OFFICE. 1922-29. 9 ft. 586

Revenue statements, publicity materials, and correspondence relating to the first voyage of the rebuilt SS. Leviathan in 1923 and to voyages of other vessels, and general correspondence of the office. Arranged chronologically.

PHOTOGRAPHS. 1919; 1925-28. 6 in. 587

Photographs of publicity scenes aboard United States Lines vessels, 1925-28; an album of interior views of the SS. America, ca. 1919; and photographs of the SS. Manhattan and the SS. President Hoover, 1925. The publicity scenes are arranged alphabetically by subject.







## APPENDIX I

### LIST OF SHIPPING BOARD COMMISSIONERS AND FLEET CORPORATION OFFICIALS, WITH A BRIEF DESCRIPTION OF THEIR RECORDS

These records comprise the series described in general terms in entry 13. The dates given in the title line are dates of the records, not of the official's term of office.

#### Commissioners of the Shipping Board

Adm. W. S. Benson. Mar. 1920-June 8, 1928. 10 ft.

Admiral Benson served on the Board as personal representative of the President of the United States from Mar. 5 to June 13, 1921, and as Atlantic Coast representative after the Board's reorganization. His records relate to general shipbuilding policies, costs, and designs. They are in two groups, one arranged alphabetically and one chronologically.

George Chamberlin. June 13, 1921-July 1, 1923. 5 ft.

Mr. Chamberlin was the Pacific Coast representative on the Board and was in general charge of its Law Bureau, which dealt with foreign and United States shipping laws, legal advice, and litigation. His records are arranged according to a numerical scheme; an index is at the end of the subseries.

Bainbridge Colby. Aug. 8, 1917-Mar. 4, 1919. 3 ft.

Mr. Colby dealt primarily with the legal aspects of the seizing, requisitioning, and chartering of vessels and the international aspects of the Board's policy. His records are arranged alphabetically by subject.

Albert H. Denton. Jan. 4, 1928-Aug. 1, 1932. 4 ft.

Mr. Denton dealt primarily with financial matters coming before the Board and was head of its Bureau of Finance. His records consist of copies of operating and financial reports and general correspondence, arranged by subject.

Edward P. Farley. June 20, 1923-Jan. 28, 1924. 3 ft.

Mr. Farley was Chairman of the Board during his short term of office. His records relate to general operating policies and are arranged alphabetically by subject; an index is at the beginning of the subseries.

Bert E. Haney. July 2, 1923-June 10, 1926. 7 ft.

Mr. Haney was the Pacific Coast representative on the Board. Like his predecessor, Mr. Chamberlin, he was concerned mainly with legal matters in relation to the Board. His records are arranged alphabetically by subject.

William S. Hill. Feb. 1, 1924-Dec. 12, 1927. 6 ft.

Mr. Hill represented the interior part of the United States on the Board and supervised financial matters. His records are arranged alphabetically by subject.



Albert D. Lasker. June 13, 1921-June 19, 1923. 10 ft.

Mr. Lasker, representing the interior part of the United States, was Chairman of the Board and as such was concerned with general and financial policies. His records are in two groups, one arranged alphabetically by subject and the other, consisting of copies of outgoing letters, arranged chronologically.

Meyer Lissner. June 16, 1921-June 14, 1926. 17 ft.

Mr. Lissner was in general charge of the Bureau of Research, which during this period was concerned with Shipping Board policy as to insurance and with general shipping statistics. His records are arranged alphabetically in three groups, the first by subject, the second by name of person, and the third, relating to insurance claims, by name of company.

Jefferson Myers. June 15, 1926-Aug. 1, 1932. 9 ft.

Mr. Myers was in general charge of the Bureau of Law, which handled legal matters brought before the Board or those in which the Board took part, such as the codification of the navigation laws, enactment of load-line laws, and conventions for the safety of life at sea. His records are arranged alphabetically by subject.

T. V. O'Connor. June 9, 1921-Mar. 4, 1933. 85 ft.

Mr. O'Connor served as Commissioner of the Shipping Board for a longer time than anyone else and came to represent it in the public mind. He was Vice Chairman from June 16, 1921, and Chairman from Feb. 5, 1924. He was also, from Oct. 13, 1927, to Sept. 28, 1929, president of the Merchant Fleet Corporation. His primary interests were labor matters and problems of industrial relations with longshoremen and stevedores. His records contain a great deal of information not available elsewhere on labor costs and conditions, port facilities and operations, and operating efficiency of vessels. They are in several groups as follows, arranged alphabetically within each group as indicated: (1) records relating to labor matters, by district, by local body of the International Longshoremen's Association, by general subject, or by name of Fleet Corporation official; (2) records relating to port facilities, by name of port; (3) records relating to general operating efficiency, by subject and name of company; and (4) general correspondence, by name of person, by subject, by Member of Congress, and by name of executive department or other Government agency. There is a card index to the records in groups 1 and 4, arranged alphabetically by name of person, company or union, and subject.

Edward C. Plummer. June 9, 1921-Mar. 20, 1932. 18 ft.

Mr. Plummer was Vice Chairman of the Board from Feb. 7, 1924, until his death on Mar. 20, 1932, and supervised its Bureau of Traffic. His records consist of general correspondence and a "general data file," relating to ocean trade routes and conditions, discriminations against United States vessels, and shipping in the foreign trade. The correspondence is arranged alphabetically by name of person and subject; the "general data file," alphabetically by subject.



Henry M. Robinson. June 13-Sept. 15, 1919. 2 ft.

His records consist of copies of outgoing letters, arranged chronologically, and some general correspondence dealing with the operation of vessels, arranged alphabetically by subject.

Samual S. Sandberg. June 9, 1928-Aug. 1, 1932. 15 ft.

Mr. Sandberg became Vice Chairman of the Board after the death of Mr. Plummer in March 1932. He supervised the Bureau of Research, which compiled statistical reports and made general studies of shipping statutes. His records are arranged alphabetically by subject or name of company.

Roland K. Smith. Oct. 16, 1926-Aug. 1, 1932. 18 ft.

Mr. Smith supervised the Bureaus of Traffic and Regulations, which dealt with trade routes, the regulation of interstate and intercoastal routes and traffic and piers and wharves. His records are arranged alphabetically in three groups, the first by subject, the second by name of company, and the third, relating to piers and wharves, by name of port. A few records of General Saltzman, an executive assistant to Mr. Smith, are included. With the records is a card index, arranged alphabetically by name of person, subject, company, or port.

Raymond B. Stevens. Mar. 15, 1917-June 15, 1920. 5 ft.

Mr. Stevens was Vice Chairman of the Board from July 27, 1917, until the end of his service. His records consist of correspondence relating to the general activities of the Board and to its financial arrangements, and a small reference file. Each of the three groups is arranged alphabetically by subject.

J. N. Teal. Dec. 1, 1920-Mar. 4, 1921. 4 ft.

Mr. Teal served in a recess appointment. His records consist of correspondence relating to general matters considered by the Board. Arranged according to a numeric scheme; there is a card index arranged alphabetically by name of person, company, or subject.

Philip S. Teller. Jan. 15, 1926-June 8, 1928. 1 ft.

Mr. Teller supervised the Bureau of Research, which was engaged in the compilation of general shipping statistics. His records consist of general correspondence, arranged by subject.

#### Officials of the Emergency (Merchant) Fleet Corporation

Elmer E. Crowley. Mar. 26, 1931-Aug. 9, 1933. 31 ft.

Mr. Crowley was President of the Merchant Fleet Corporation and Chairman of its Board of Trustees. As such he was responsible for carrying out general policies set by the Shipping Board. His records consist of several groups as follows: (1) correspondence dealing with the general operation of the Corporation, arranged alphabetically by subject; (2) copies of correspondence, arranged chronologically; and (3) a reference file composed of miscellaneous reports, arranged alphabetically. There



is a card index to the first and third groups, arranged alphabetically by name of person, company, and subject. There are also a few records, alphabetically arranged, of George B. Christian and Ulric J. Gendron, executive assistants to Mr. Crowley.

A. C. Dalton. July 8, 1926-Jan. 13, 1929. 6 in.

Mr. Dalton was President of the Emergency Fleet Corporation until Oct. 13, 1927, and thereafter Vice President and General Manager. His records consist of copies of outgoing letters, arranged chronologically, and a copy of a report submitted to him in 1927 on shipping and trade routes to Argentina, Brazil, and Uruguay.

John R. Gordon. Dec. 18, 1929-Aug. 26, 1930. 20 ft.

Mr. Gordon was President of the Merchant Fleet Corporation during this period. His records consist of correspondence and reports, grouped by operating company, Government department, and district. There is a card index to the records, arranged alphabetically by name of company, person, title, district, or subject.

J. Caldwell Jenkins. May 1, 1927-Apr. 17, 1931. 9 ft.

Mr. Jenkins was Vice President in Charge of Administration until Jan. 14, 1929. Thereafter he was Vice President and General Manager. He was also a Trustee of the Corporation from Apr. 27, 1927. His records, a few of which are as early as 1922, are in four groups, one arranged by subject, one by company, one by division of the Fleet Corporation, and the fourth chronologically. There are card indexes to the first three groups, each index arranged alphabetically by name of person, subject, title, or division. Some of the index references are to Mr. Palmer's records described below.

H. S. Kimball. Sept. 23, 1921-Aug. 4, 1922. 4 ft.

Mr. Kimball was a Trustee of the Fleet Corporation and the Vice President in Charge of Finance. His records consist of copies of correspondence, arranged chronologically; and correspondence and reports, arranged alphabetically by subject.

L. C. Palmer. Feb. 1924-July 1, 1926. 4 ft.

Mr. Palmer was President of the Emergency Fleet Corporation during this period. His records consist of copies of correspondence, arranged chronologically; and miscellaneous reports and correspondence, arranged alphabetically. The card index to Mr. Jenkins' records contains some references to the miscellaneous records of Mr. Palmer.

Otto Praeger. Apr. 17, 1932-June 17, 1936. 3 ft.

Mr. Praeger was a Trustee and a Vice Chairman of the Fleet Corporation. Most of his records, few of which are dated after 1934, relate to ocean-mail contracts and subsidies. Arranged alphabetically by subject.



# APPENDIX II

## LIST OF HOME AND DISTRICT OFFICE ORDERS ISSUED BY THE SHIPPING BOARD AND THE FLEET CORPORATION

### Home Office Orders

| <u>Group</u><br><u>No.</u> | <u>Source of Issue</u>                                    | <u>Title</u>  | <u>Nos.</u> | <u>Dates</u>         |
|----------------------------|---|---|-------------|----------------------|
| 1                          | Pres., EFC  | General Orders  | 1-38        | 5/4/20-6/11/21       |
| 2                          | Pres., EFC, MFC   | " "   | 1-265       | 11/2/21-<br>1/24/36  |
| 3                          | Pres., EFC, MFC, &<br>Chairman, USSB                      | Joint General<br>Orders                                   | 1-17        | 10/2/21-<br>11/12/31 |
| 4                          | Pres. & V. Pres.,<br>EFC                                  | Exec. Letters   | 1-17        | 8/19/21-1/4/24       |
| 5                          | Pres. & V. Pres.,<br>EFC                                  | Office Bulls.   | 1-13        | 8/1/21-10/14/22      |
| 6                          | Director of MFC   | Office Memos  | 3-72        | 9/8/33-4/15/36       |
| 7                          | Secy., EFC, MFC   | " "   | 1-91        | 10/1/21-7/10/36      |
| 8                          | Secy., USSB, EFC,<br>MFC                                  | Joint Office<br>Memos                                     | 1-174       | 10/17/21-12/23/31    |
| 9                          | Secy., USSB   | Office Memos  | 1-277       | 1/1/18-8/4/26        |
| 10                         | Chairman, USSB  | General Orders  | 1-60        | 6/28/21-8/1/32       |
| 11                         | Dir. of Operations,<br>EFC                                | " "   | 1-123       | 4/22/19-7/23/21      |
| 12                         | V. Pres. in Chge<br>of Operations &<br>Dir. of Operations | Operations<br>Orders                                      | 1-131       | 9/15/21-6/16/36      |
| 13                         | Dir. of Operations  | Spec. Orders  | 1-51        | 5/5/19-7/19/21       |
| 14                         | " " "   | Bulletins   | 1-90        | 5/9/19-1/31/22       |
| 15                         | " " "   | Office Circulars  | 1-71        | 12/14/18-12/30/20    |
| 16                         | " " "   | Circular Letters  | 1-32        | 11/20/18-4/14/19     |
| 17                         | Mgr. of Operating<br>Dept., Div. of<br>Operations         | Circulars   | 1-275       | 8/12/21-3/23/25      |
| 18                         | Mgr. of Fuel Dept.,<br>Div. of Operations                 | Fuel Dept Bulls.  | 1-63        | 9/15/21-11/1/23      |
| 19                         | V. Pres. in Charge<br>of Charters &<br>Allocations        | Charter & Alloca-<br>tion Instrucs.;<br>Charter Instrucs. | 1-17        | 10/26/21-9/17/23     |
| 20                         | V. Pres. in Charge<br>of Charters &<br>Allocations        | Contract Circulars  | 1-2         | 5/10/22-5/16/22      |
| 21                         | Chief, Div. of Traf-<br>fic, Div. of Oper-<br>ations      | Traffic Circulars   | 1-53        | 8/10/21-2/6/36       |



| <u>Group</u><br><u>No.</u> | <u>Source of Issue</u>   | <u>Title</u>               | <u>Nos.</u> | <u>Dates</u>     |
|----------------------------|--|----------------------------|-------------|------------------|
| 22                         | Dir. of Construction Div.<br>& V. Pres. in Chge of<br>Constr.        | General Orders             | 1-40781     | 4/1/18-12/12/30  |
| 23                         | Mgr. of Maint. & Repair<br>Div.                                      | Repair Circulars           | 1-150       | 1/9/25-12/17/31  |
| 24                         | Mgr. & Dir., Div. of<br>Supply & Sales; Mgr.,<br>Material Sales Div. | General Orders             | 1-136       | 4/21/20-1/16/23  |
| 25                         | Mgr., Dept. of Pur-<br>chases & Supplies,<br>and Supply Dept.        | Circulars                  | 1-36        | 9/1/21-12/1/23   |
| 26                         | Dir. of Supplies   | Bulletins                  | 1-109S2     | 8/1/26-10/15/32  |
| 27                         | Pur. & Supplies Div.<br>and Dept. of Supplies<br>& Purch.            | "                          | 1-73        | 1/1/24-7/23/26   |
| 28                         | Dept. of Purch. &<br>Supplies, and Supply<br>Dept.                   | Circular Letter            | 2A-187D     | 1/6/25-11/12/30  |
| 29                         | Div. of Supply & Sales   | Office Memos               | 1-31        | 4/29/20-1/6/22   |
| 30                         | Div. of Supply & Sales,<br>Purchasing Dept.                          | Special Orders             | 1-2         | 8/16/20-10/7/20  |
|                            | Div. of Supply & Sales,<br>Warehouse & Sales Dept.                   | Special Orders             | 1-6         | 8/25/20-10/20/20 |
|                            | Div. of Supply & Sales   | Special Orders             | 1-5         | 5/15/20-6/29/30  |
| 31                         | General Comptroller  | General Orders             | 1-263       | 11/15/19-4/25/36 |
| 32                         | " "  | Bulletins                  | 1-30        | 11/14/19-1/14/22 |
| 33                         | " "  | Special Orders             | 1-39        | 5/1/19-11/3/19   |
| 34                         | " "  | Office Memo                | 1           | 1/13/22          |
| 35                         | " "  | Personnel Orders           | 1-27        | 11/15/19-4/28/21 |
| 36                         | Auditor of Ops., Off.<br>of Deputy Gen. Comp-<br>troller             | Regulations                | 1-1-0-54    | 12/20/19-9/28/21 |
| 37                         | Fin. Dept., Off. of<br>Director                                      | Fin. Dept. Orders          | 1-5         | 9/22/22-5/1/23   |
| 38                         | Treasurer  | Treasurer's Gen.<br>Orders | 40-189      | 12/20/19-2/28/29 |
| 39                         | Bur. of Properties<br>& Supplies Accts.                              | Circulars                  | 1           | 12/28/22         |
| 40                         | Bur. of Research   | Circulars                  | 1-20        | 12/23/21-8/29/25 |
| 41                         | Advertising Dept.  | "                          | 1-4         | 4/19/22-8/30/23  |
| 42                         | Chm., Committee on<br>Legislation                                    | "                          | 1           | 2/8/24           |
| 43                         | Dir., Fleet Control<br>Dept.   | Fleet Control<br>Order     | 1-2         | 9/23/26-1/24/27  |
| 44                         | Secy., Claims Commis.  | Circular Letters           | 2-5         | 8/26/21-3/11/22  |



| <u>Group</u><br><u>No.</u> | <u>Source of Issue</u>                                     | <u>Title</u>   | <u>Nos.</u> | <u>Dates</u>    |
|----------------------------|--|----------------|-------------|-----------------|
| 45                         | Dept. of Ship Sales,<br>Laid-up Fleet Div.                 | General Orders | 1-7         | 2/1/24-5/1/26   |
| 46                         | Dept. of Ship Sales,<br>Laid-up Fleet Div.                 | Circ. Letter   | 1           | 2/4/24          |
| 47                         | Dept. of Maintenance<br>& Repair                           | " "            | Unnumb.     | 1/19/21-5/18/25 |
| 48                         | Dept. of Const. &<br>Repair, & Dept. of<br>Maint. & Repair | Repair Bulls.  | 1-36        | 3/1/20-9/21/21  |

District Office Orders

| <u>Group</u><br><u>No.</u> | <u>Office</u>       | <u>Source of Issue</u>  | <u>Title</u>                            |
|----------------------------|---------------------|---|---|
| 1                          | Baltimore           | Dist. Dir. of Operations  | Notice No. 127                          |
| 2                          | "                   | District Agent  | Dist. Agent's Notices                   |
| 3                          | "                   | Dist. Dir. of Operations  | General Orders                          |
| 4                          | "                   | " " " "   | Dist. Office Memos                      |
| 5                          | "                   | " " " "   | Balt. Dist. Circulars                   |
| 6                          | Boston              | Dist. Dir. of Operations  | District Circulars                      |
| 7                          | New York            | Asst. Dir. of Operations  | Office Memorandum                       |
| 8                          | " "                 | Dir. of Ops. (Dist.)  | Circular Letters                        |
| 9                          | " "                 | Dir., Div. of Constr. &<br>Repair; Mgr., Dept. of<br>Maintenance & Repair | Office Memoranda                        |
| 10                         | " "                 | Dist. Dir. of Ops. (Ap-<br>proved by Dir. of Ops.)                        | General Orders                          |
| 11                         | " "                 | District Manager  | District Office Memos<br>(Div. of Ops.) |
| 12                         | " "                 | Asst. Dir. of Operations  | Office Circulars                        |
| 13                         | " "                 | Supt. of Building   | Building Memoranda                      |
| 14                         | " "                 | Div. of Supply & Sales  | Dist. Circular Letters                  |
| 15                         | " "                 | Operating Mgr., Dist. Mgr.,<br>Dist. Dir., etc.                           | District Circulars                      |
| 16                         | New Orleans         | Dist. Dir. of Operations  | District Circulars                      |
| 17                         | " "                 | " " " "   | Circular Letters                        |
| 18                         | Norfolk             | Mgr., Supply Dept.; Dist.<br>Head, Supply Section                         | District Circulars                      |
| 19                         | "<br>(Hampton Rds.) | District Comptroller  | Circulars                               |
| 20                         | Norfolk             | Dist. Dir. of Operations  | Dist. Office Memos                      |
| 21                         | "<br>(Hampton Rds.) | " " " "   | District Circulars                      |
| 22                         | Norfolk             | Dist. Dir. of Operations<br>(Approv. by Dir. of Ops.)                     | General Orders                          |



| <u>Group</u><br><u>No.</u> | <u>Office</u> | <u>Source of Issue</u>                  | <u>Title</u>                 |
|----------------------------|---------------|---|------------------------------|
| 23                         | Philadelphia  | Dist. Dir. of Operations                | District Office Memos        |
| 24                         | "             | " " " "                                 | District Circulars           |
| 25                         | San Francisco | Chief Clerk                             | District Office Memo         |
| 26                         | " "           | Division of Operations                  | Circular Letters             |
| 27                         | " "           | Dist. Dir. of Operations                | District Circulars           |
| 28                         | Savannah      | Oper. Mgr., Dist. Dir.<br>of Operations | Miscellaneous                |
| 29                         | "             | Dept. of Purchases &<br>Supplies        | Circulars                    |
| 30                         | "             | Dept. of Pur. & Supplies                | Savannah Off. Cir-<br>culars |
| 31                         | "             | Dist. Dir. of Operations                | District Office Memos        |
| 32                         | "             | Dept. of Pur. & Supplies                | Miscellaneous                |
| 33                         | "             | District Director                       | District Circulars           |
| 34                         | Seattle       | District Director                       | General Letters              |
| 35                         | "             | " "                                     | District Circulars           |



# APPENDIX III

## LISTS OF EMERGENCY FLEET CORPORATION HOUSING PROJECTS

### List A

This list, compiled from various sources, gives the names of the projects in alphabetical order, with the project numbers and the names of the companies for whose plants the housing projects were constructed. In some instances a project was built for more than one company. The company names have been taken from the records. Points on which the information obtained was not conclusive have been marked by asterisks.

| <u>Name and No.<br/>of Project</u>      | <u>Location of<br/>Project</u> | <u>Name of Company</u>                     |
|---|--------------------------------|--|
| Atlantic Heights, 5-E                   | Portsmouth, N. H.              | Atlantic Corp.                             |
| Bath, 13-M                              | Bath, Maine                    | Texas Steamship Co.                        |
| Brooklawn. <u>See</u> Noreg Village.    |                                |  |
| Buckman Village, 10-J                   | Chester, Pa.                   | Chester Shipbuilding Co.                   |
| *Camden. <u>See</u> First Haller.       |                                |  |
| Chestership Hotel, 24-X                 | Chester, Pa.                   | Chester Shipbuilding Co.                   |
| Cornwell Heights, 23-W                  | Cornwell Heights, Pa.          | Traylor Shipbuilding Co.                   |
| Clyde, 32-F                             | Clyde, Calif.                  | Pacific Coast Shipbldg. Co.                |
| Dundalk, 11-K                           | Sparrows Point, Md.            | Bethlehem Shipbldg. Corp.                  |
| Elmwood, 1-A-2                          | Philadelphia, Pa.              | American Int'l Shipbldg. Corp.             |
| Essington Dormitories, 17-Q             | Essington, Pa.                 | Westinghouse E. & M. Co. (nonshipbuilding) |
| Fairview, 25-Y                          | Camden, N. J.                  | New York Shipbldg. Co.                     |
| First Haller (including *"Camden"), 7-G | Camden, N. J.                  | New York Shipbldg. Co.                     |
| Fletcher Park, 19-S                     | Jacksonville, Fla.             | Merrill Stevens Shipbldg. Corp.            |
| Groton Park, 30-D                       | Groton, Conn.                  | Groton Iron Works                          |
| Harriman Townsite, 15-0                 | Bristol, Pa.                   | Merchant Shipbldg. Corp.                   |
| Hilton Village, 2-B                     | Newport News, Va.              | Newport News Shipbldg. & Dry Dock Co.      |
| Hog Island Dormitories, 1-A             | Hog Island, Pa.                | American Internatl. Shipbldg. Corp.        |
| * Hog Island Houses, 1-A-1              | Hog Island, Pa.                | American Internatl. Shipbldg. Corp.        |
| Lorain, 12-L                            | Lorain, Ohio                   | American Shipbldg. Co.                     |
| *Madisonville (not built)               | [Madisonville, La.]            | [Jahncke Shipbldg. Co.]                    |
| Manitowoc, 27-A                         | Manitowoc, Wis.                | Manitowoc Shipbldg. Co.                    |
| Morgan Village, 8-H                     | Camden, N. J.                  | New York Shipbldg. Co.                     |



| <u>Name and No.<br/>of Project</u>                                     | <u>Location of<br/>Project</u>                                     | <u>Name of Company</u>   |
|--|--|--|
| Newburgh, 31-E<br>Noreg Village (also<br>called *"Brooklawn"),<br>16-P | Newburgh, N. Y.<br>Gloucester, N. J.                               | Newburgh Shipyards, Inc.<br>Pusey & Jones Shipbldg.<br>Co. and others*           |
| Pensacola, 28-B<br>Port Jefferson, 20-T                                | Pensacola, Fla.<br>Port Jefferson,<br>Long I., N. Y.               | Pensacola Shipbldg. Co.<br>Bayles Shipyard, Inc.                                 |
| Port Wentworth, 22-V<br>Quantico, 33-G                                 | Savannah, Ga.<br>Quantico, Va.                                     | Terry Shipbldg. Co.<br>Missouri Valley B. & I.<br>Co.; Potomac Shipbldg.<br>Co.* |
| St. Helena, 4-D<br>South Philadelphia, 18-R                            | Sparrows Point, Md.<br>South Philadelphia,<br>Pa. (Essington, Pa.) | Bethlehem Shipbldg. Corp.<br>Westinghouse E. & M. Co.<br>(nonshipbuilding)       |
| Sun Hill, 29-C<br>Sun Village, 9-I<br>Tacoma, 34-H                     | Chester, Pa.<br>Chester, Pa.<br>Tacoma, Wash.                      | Sun Shipbldg. Co.<br>Sun Shipbldg. Co.<br>Todd Dry Dock & Const'n<br>Co.         |
| Union Park Gardens, 14-N   | Wilmington, Del.   | Bethlehem Shipbldg. Corp.;<br>Pusey & Jones Shipbldg.<br>Co.                     |
| Vancouver, 21-U  | Vancouver, Wash.   | G. M. Standifer Const'n<br>Co.   |
| Washington Ave. Apts.,<br>6-F  | Newport News, Va.  | Newport News Shipbldg. &<br>Dry Dock Co.   |
| Wyandotte, 26-Z<br>Yorkship Village, 3-C                               | Wyandotte, Mich.<br>Camden, N. J.                                  | Detroit Shipbldg. Co.<br>New York Shipbldg. Co.                                  |

### List B

This list, compiled by Siert Riepma, is arranged alphabetically by name of company for which the housing project was constructed. In some instances several projects were built for one company. The only project in List A that is not in this list is the one proposed but not built for the Jahncke Co. of Madisonville, La. Points on which the information obtained was not conclusive have been marked by asterisks.

| <u>Name of Co. for Which<br/>Project Was Built</u> | <u>Name of Project</u>                                 |
|--|--|
| American International Shipbuilding Corp.          | Elmwood, Hog Island Dormitories, and Hog Island Houses |
| American Shipbuilding Co.                          | Lorain   |
| Atlantic Corporation                               | Atlantic Heights                                       |
| Bayles Shipyard, Inc.                              | Port Jefferson   |
| Bethlehem Shipbuilding Corp.                       | Dundalk, St. Helena, and Union Park Gardens            |



| <u>Name of Co. for Which<br/>Project Was Built</u> | <u>Name of Project</u>  |
|--|---|
| Chester Shipbuilding Co.                           | Buckman Village and Chestership<br>Hotel  |
| Detroit Shipbuilding Co.                           | Wyandotte   |
| Groton Iron Works                                  | Groton Park   |
| Manitowoc Shipbuilding Co.                         | Manitowoc   |
| Merchant Shipbuilding Corp.                        | Harriman Townsite   |
| Merrill Stevens Shipbuilding Corp.                 | Fletcher Park   |
| Missouri Valley B. & I. Co.                        | Quantico  |
| Newburgh Shipyards, Inc.                           | Newburgh  |
| *New Jersey Shipbuilding Co.                       | Noreg Village (also called<br>"Brooklawn")  |
| Newport News Shipbuilding & Dry Dock Co.           | Hilton Village and Washington<br>Ave. Apts.   |
| New York Shipbuilding Co.                          | Fairview, First Haller (includ-<br>ing "Camden"), Morgan Village,<br>and Yorkship Village |
| Pacific Coast Shipbuilding Co.                     | Clyde   |
| *Pennsylvania Shipbuilding Co.                     | Noreg Village (also called<br>"Brooklawn")  |
| Pensacola Shipbuilding Co.                         | Pensacola   |
| *Potomac Shipbuilding Co.                          | Quantico  |
| Pusey & Jones Shipbuilding Co.                     | Noreg Village (also called<br>"Brooklawn") and Union Park<br>Gardens                      |
| Standifer Construction Co., G. M.                  | Vancouver   |
| Sun Shipbuilding Co.                               | Sun Hill and Sun Village  |
| Terry Shipbuilding Co.                             | Port Wentworth  |
| Texas Steamship Co.                                | Bath  |
| Todd Dry Dock & Construction Co.                   | Tacoma  |
| Traylor Shipbuilding Co.                           | Cornwell Heights  |
| Westinghouse E. & M. Co. (nonshipbuild-<br>ing)    | Essington Dormitories and South<br>Philadelphia   |



## APPENDIX IV

### ALPHABETICAL LIST OF HEADINGS UNDER WHICH THE RECORDS DESCRIBED IN ENTRY 447 ARE FILED

These are, for the most part, titles of freight conferences and/or services. The word "conference" has been omitted from the title except for numbers 2-4, 11, 13, 17, 23-26, 29-30, 32-37, 41, 49, 50, 53, and 57-60.

1. Africa (various conferences)
2. Antwerp/Rotterdam/Amsterdam
3. Association Steamship Lines
4. Atlantic Eastbound Freight Association
5. Brazil
6. Brazil and River Plate
7. Calcutta Trans-Pacific
8. Far East
9. Gulf/Adriatic
10. Gulf/Dutch East Indies
11. Gulf/Far East Lines
12. Gulf/French Atlantic Hamburg Range
13. Gulf/French Mediterranean North African
14. Gulf/Italian
15. Gulf/Liverpool-Manchester Pool
16. Gulf/Mediterranean Ports
17. Gulf/Mediterranean--Transshipment Tariff
18. Gulf/Scandinavian and Baltic Sea Ports
19. Gulf Shipping
20. Gulf/Spanish Mediterranean
21. Gulf/United Kingdom
22. Gulf/West Coast of Italy
23. Hawaii (various tariffs)
24. Homeward: United States Shipping Board Homeward Division (Committee for China, Japan, Philippines, India, Hawaii)
25. Homeward: (various tariffs)
26. Homeward: Australia Homeward tariffs
27. Homeward: Colombo Homeward
28. Homeward: Japan, China, and Straits
29. Hongkong (various tariffs)
30. India (various tariffs)
31. Intercoastal: Atlantic Intercoastal
32. Intercoastal: Pacific/North Atlantic (various tariffs)
33. Intercoastal: miscellaneous
34. Intercoastal: Westbound Minimum Rate Lists
35. Japan (various tariffs)
36. New York Agents' Committee of Westbound Far East Lines
37. New York Freight Bureau
38. N. Atlantic/Adriatic, Black Sea, and Levant



39. N. Atlantic/Antwerp, Rotterdam
40. N. Atlantic/Australia-New Zealand
41. N. Atlantic/Baltic-Scandinavian tariffs
42. N. Atlantic Continental
43. N. Atlantic/Danish East Indies
44. N. Atlantic/East Coast South America
45. N. Atlantic/French Atlantic
46. N. Atlantic/Hamburg-Bremen
47. N. Atlantic/United Kingdom
48. N. Atlantic/West Coast of Italy
49. Pacific, Caribbean, and Gulf Line Tariffs
50. Pacific Coast/Australasia Tariffs
51. Pacific Westbound
52. Pacific Coast (miscellaneous)
53. Philippine Islands (various tariffs)
54. River Plate
55. South Atlantic Steamship
56. Trans-Atlantic Freight
57. Trans-Continental Freight Bureau
58. Trans-Pacific Freight Bureau
59. West Coast of Italy Pool
60. Miscellaneous and unfiled tariffs, minutes, and circulars







For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Section, National Archives, General Services Administration, Washington 25, D. C.



























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